Columbus State Community College

CougarWeb

Faculty User Guide

Updated December 2013

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Access the CougarWeb Website/Log In

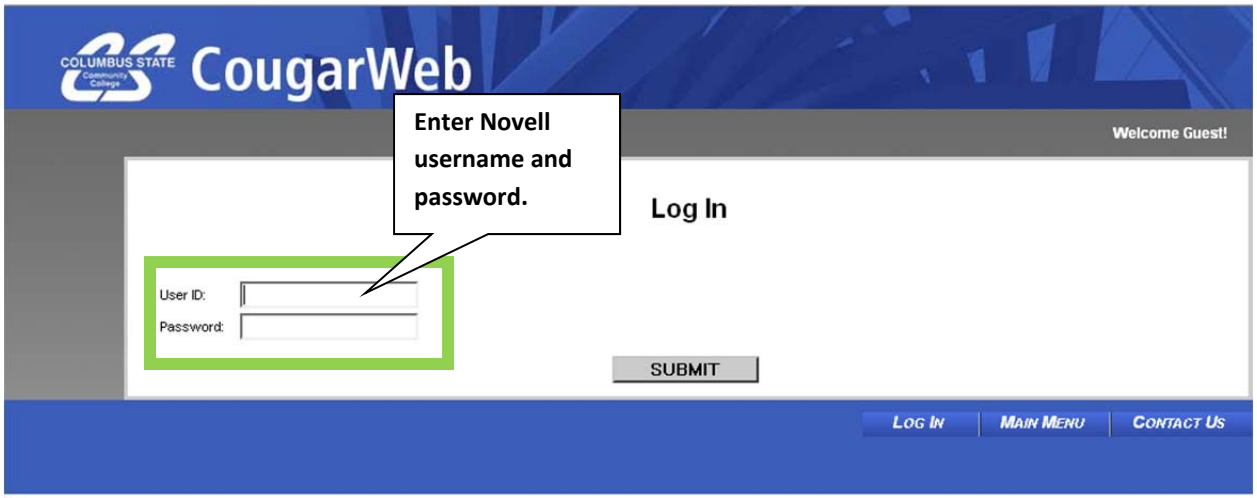
Go to Columbus State Community College homepage, www.cscc.edu and click on the CougarWeb link:

NOTE: You can also access CougarWeb from the Columbus State Community College's home page, www.cscc.edu, select "Faculty & Staff" from the listing on the left; select "CougarWeb" from the "User Guides" section.

Once you select CougarWeb, the following screen appears:

CougarWeb
Welcome Guest!
Please select an entry point by clicking the CougarWeb for Students, Faculty or Employees buttons on the right. Log in to the system by clicking the Log In Tab.
Check your student e-mail often for important messages on deadlines, grades and fee payment.
CougarWeb for Continuing Education
CougarWeb for Students
CougarWeb for Faculty
CougarWeb for Employees
CSCC Home Page
Buy Books
Student E-Mail
Blackboard
My Cougar ID?
My Password
What's My User ID?
Log In
Main Menu
Contact Us

Once you click the "Log In" button, the following screen appears and you are now ready to log in:

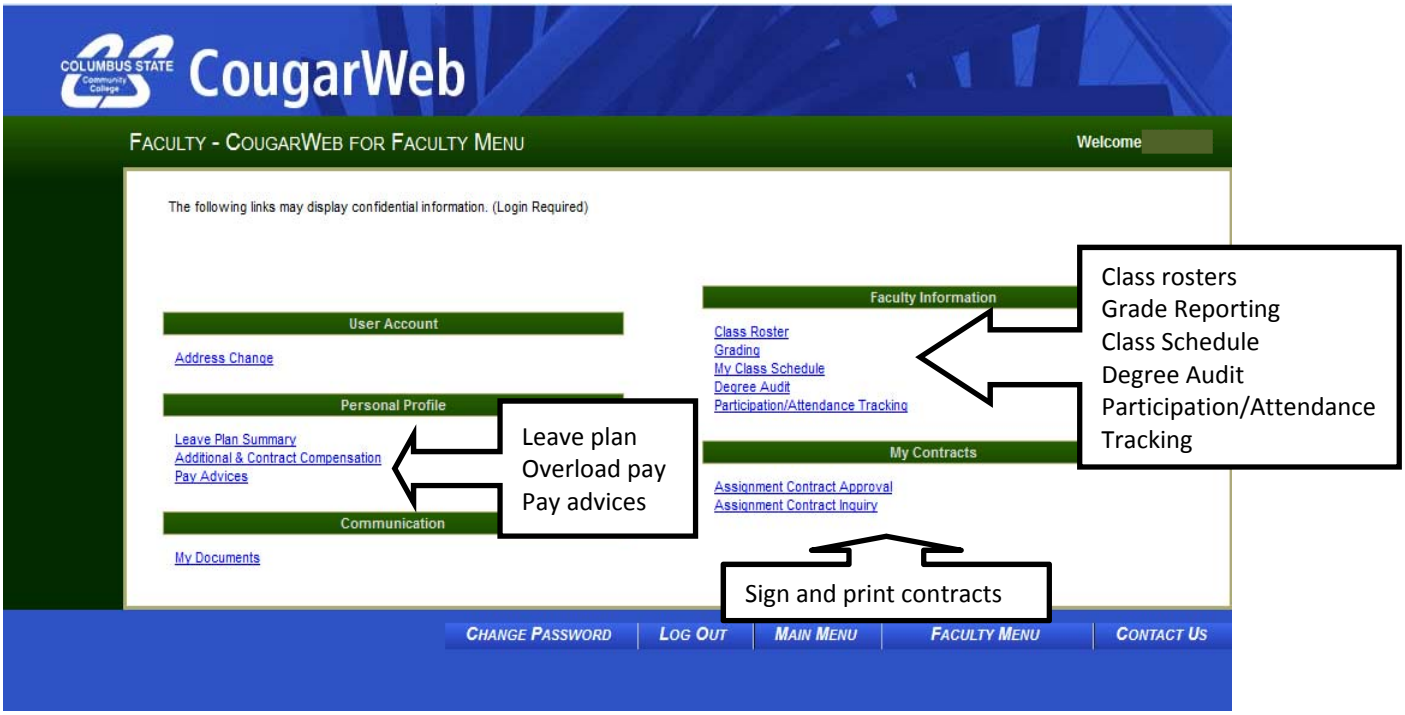


NOTE: If you receive an error message, please try again or contact the HELP Desk at extension 5050.

Once you have successfully logged in, the following screen appears:

CougarWeb
Welcome Richard!
Please select an entry point by clicking the CougarWeb for Students, Faculty or Employees buttons on the right. Log in to the system by clicking the Log In Tab.
Check your student e-mail often for important messages on deadlines, grades and fee payment.
CougarWeb for Continuing Education
CougarWeb for Students
CougarWeb for Faculty
Select Cougarweb for faculty.
CSCC Home Page
Buy Books
Student E-Mail
Blackboard
What's My Cougar ID?
What's My Password
What's My User ID?
CHANGE PASSWORD
LOG OUT
MAIN MENU
CONTACT US

Once you select CougarWeb for Faculty, the following screen appears and you can now select a link to perform action or obtain information:



Personal Profile – Leave Plan Summary

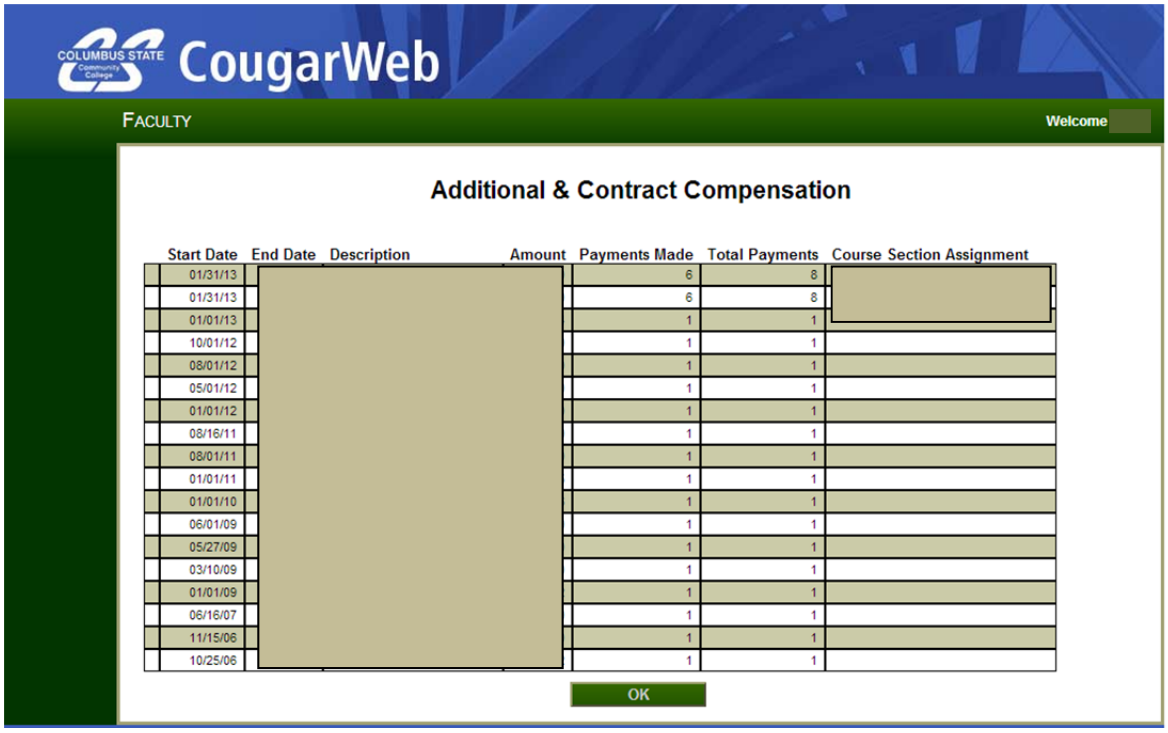
By selecting Leave Plan Summary, the following screen appears:

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
PERL	PERL 2013	12/22/12	32.0000	32.00	0.00	14.00
FML	Family Medical Leave	05/29/12	0.0000	480.00		316.00
VAC	Vacation Plan	12/01/06	5.0000	360.00	360.00	94.74
SIC	Sick Leave	12/01/06	5.0000			106.00
PER	PER 2012	12/01/06	32.0000	32.00	0.00	0.00

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Personal Profile – Additional & Contract Compensation

By selecting Additional & Contract Compensation from the Faculty Information section, the following screen appears:

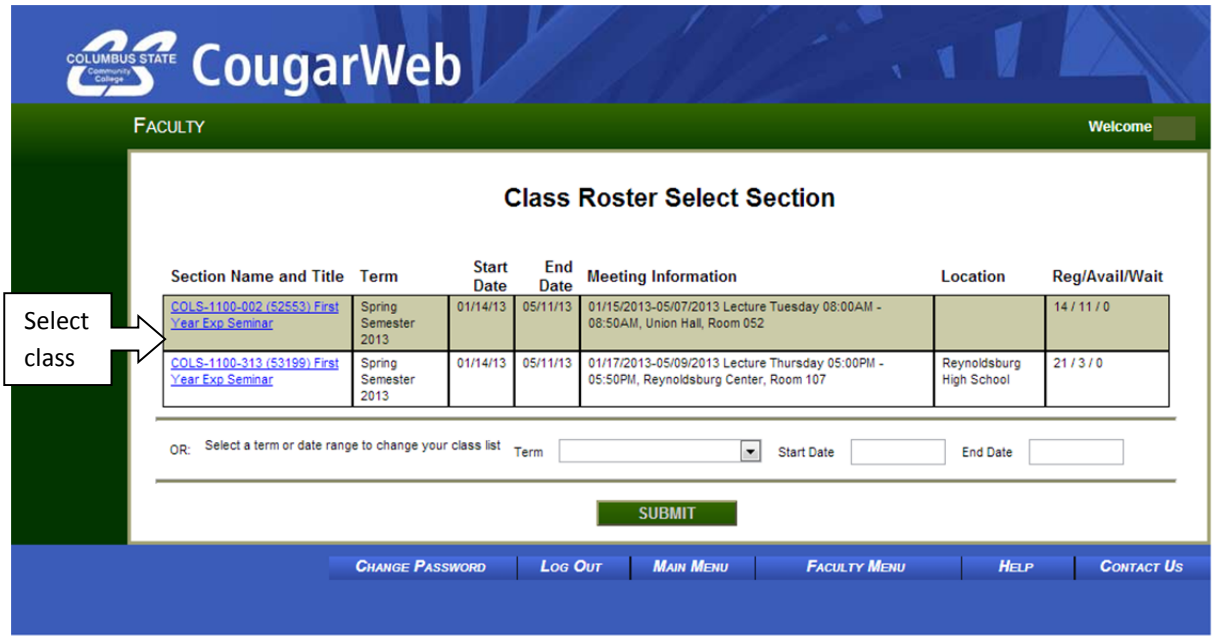


NOTE: This screen provides compensation above the annual salary or three term contract.

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Faculty Information -- Class Roster

By selecting Class Roster from the Faculty Information section, the following screen appears:

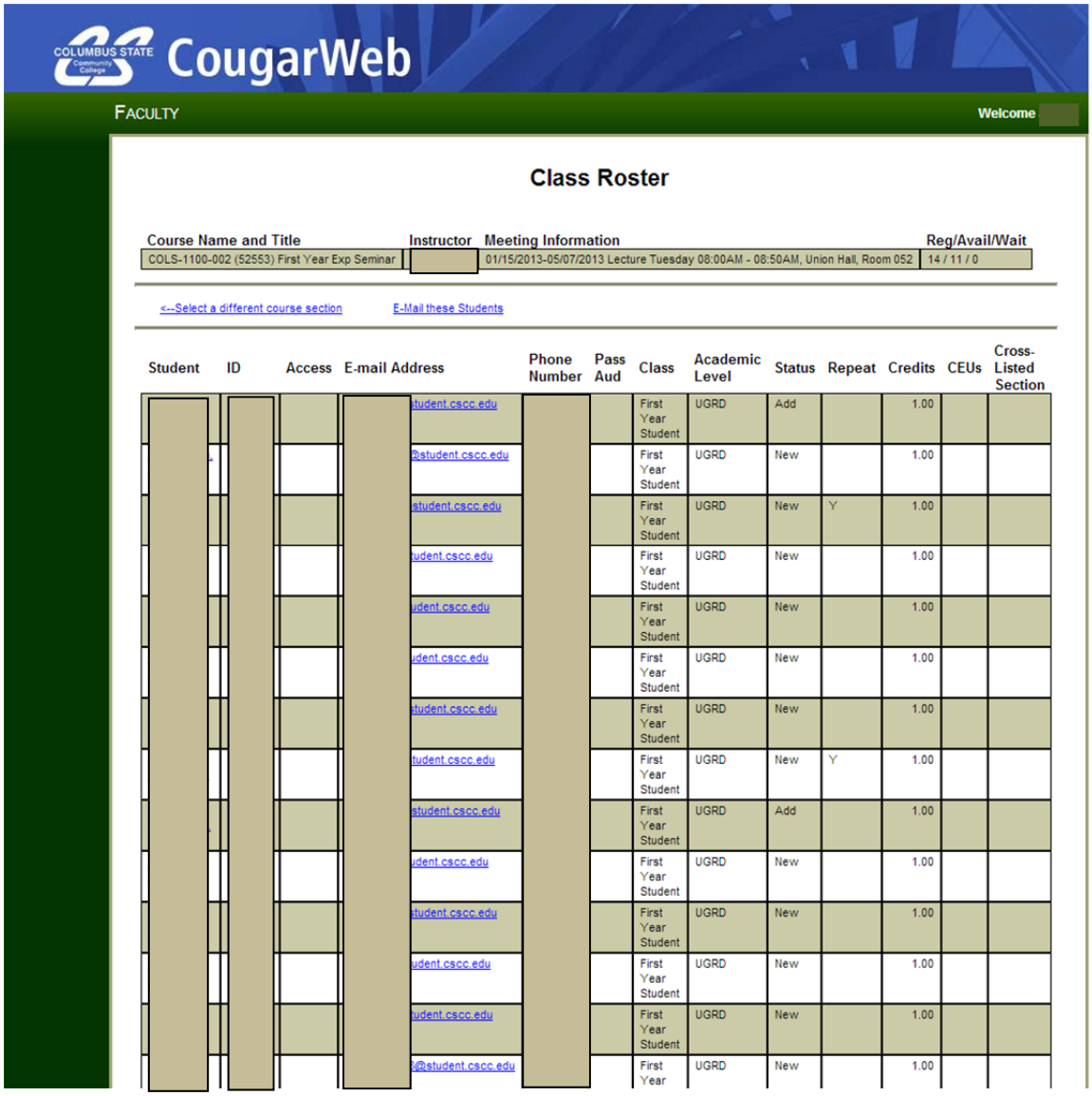


NOTE: Terms for credit classes are identified as YYQQCR (Last two¬digits of the Year, Term identifier and 'CR' for credit) and non¬credit sections are YYQQNC (Year, Term, and 'NC' for non¬credit). Term designators are: WI – Winter, SP – Spring, SU – Summer, and AU – Autumn.

NOTE: "Enter a Date Range" (start and end dates) to list all sections being taught between the start and end dates, respectively.

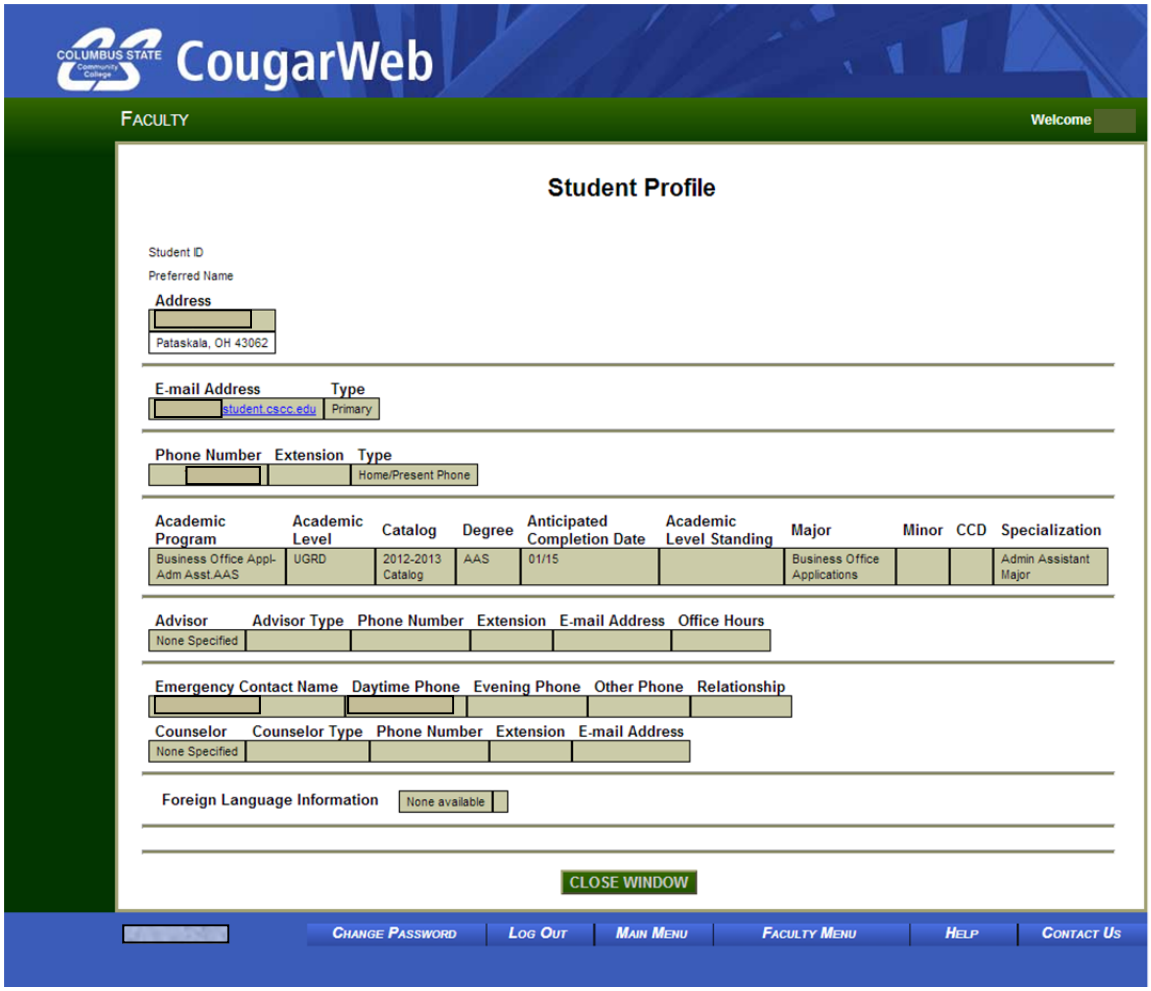
NOTE: IF YOU RECEIVE THIS MESSAGE: "There are no classes for the time frame you have selected. Please click BACK to select again;" this could indicate that faculty assignments have not been completed.

You should see your Class Roster which provides you the Course Name and Title, all instructors assigned to this section, the roster of students enrolled and information regarding the students:



NOTE: You can print this screen. Follow printing instructions located Printing section of the manual.

An example of a student profile screen is shown below:

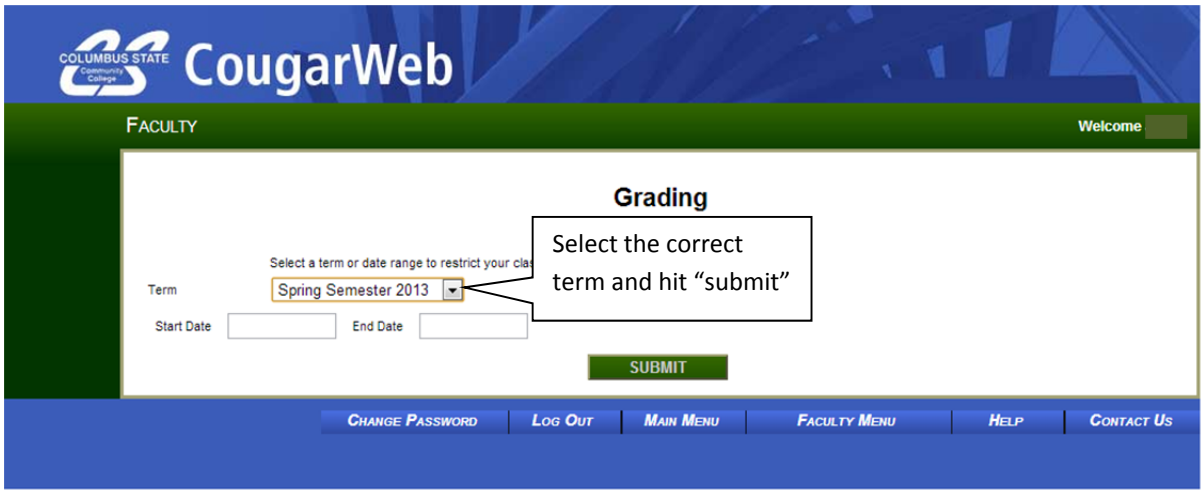


NOTE: Advisor and Counselor information is not used.

When finished, click the “OK” button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Faculty Information – Grading: Final/Mid Term Progress Reporting

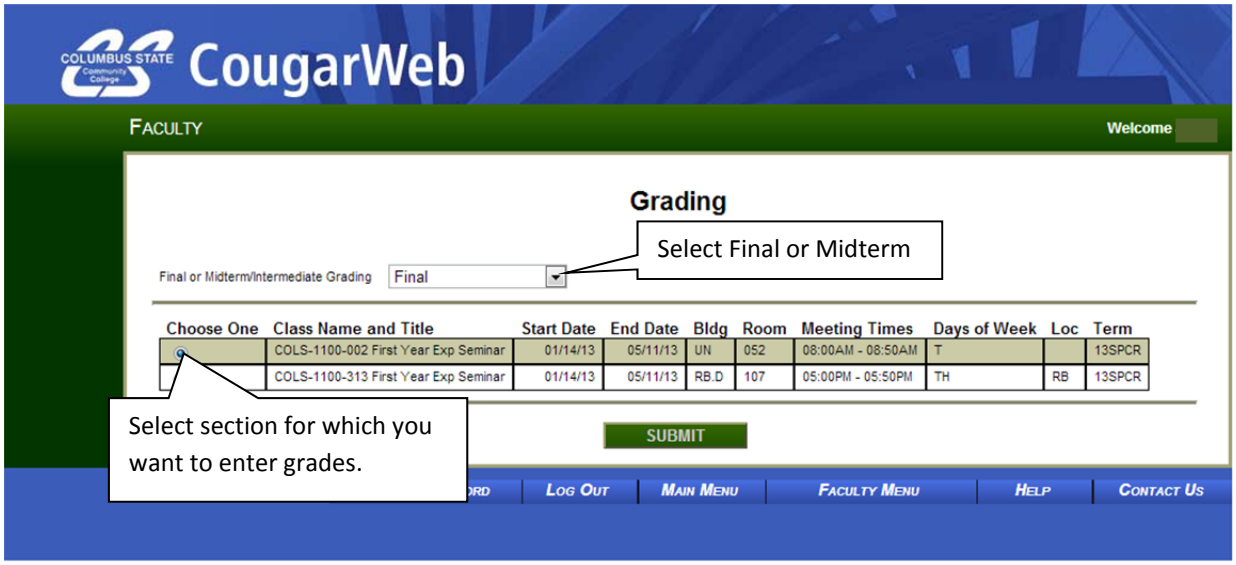
By selecting Grading from Faculty Information section, the following screen appears:



NOTE: In Grading, the terms listed are only those that are eligible for grade entry, generally the current term.

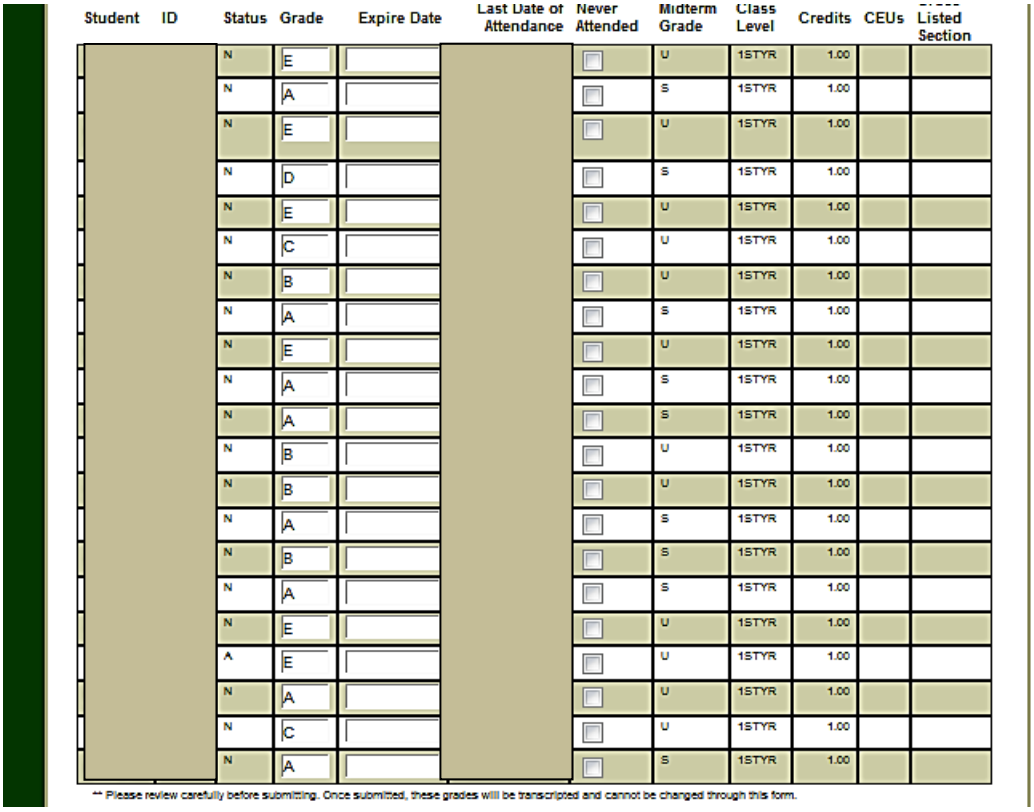
NOTE: "Enter a Date Range" (start and end dates) to lists all sections being taught between the start and end dates, respectively. [e.g. MM/DD/YYYY]

The following screen appears which shows a listing of the courses you are teaching for that particular term:



NOTE: IF YOU RECEIVE THIS MESSAGE: "Final or Midterm/Intermediate Grading is a required field. Please provide data or press Menu", please select "Final or Midterm/Intermediate" and select either "Final" or "Midterm/Intermediate" for grading. Then click the "Submit" button.

Once you have selected the course section and clicked the “Submit” button, the following screen appears where you will enter the grades:



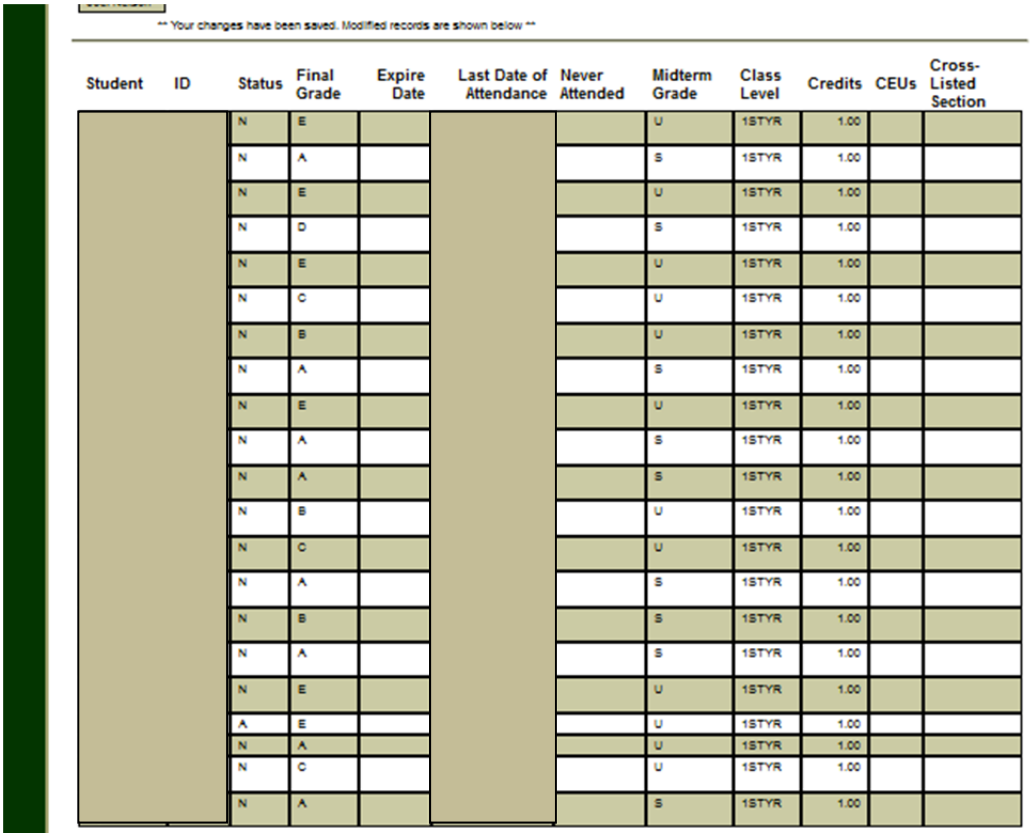
Student ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Listed Section
	N	E				U	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	E				U	1STYR	1.00		
	N	D				S	1STYR	1.00		
	N	E				U	1STYR	1.00		
	N	C				U	1STYR	1.00		
	N	B				U	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	E				U	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	B				U	1STYR	1.00		
	N	B				U	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	B				S	1STYR	1.00		
	N	A				S	1STYR	1.00		
	N	E				U	1STYR	1.00		
	A	E				U	1STYR	1.00		
	N	A				U	1STYR	1.00		
	N	C				U	1STYR	1.00		
	N	A				S	1STYR	1.00		

** Please review carefully before submitting. Once submitted, these grades will be transcripted and cannot be changed through this form.

NOTE: Appropriate grades for Mid Term Progress Reporting and Final Grading are:

Mid-term	Final Grading
S- Satisfactory **U- Unsatisfactory**	**A High Achievement** **B Good Achievement** **C Satisfactory Achievement** **D Below Satisfactory** **E Failing** **I Incomplete** **R Audit** **S Satisfactory** **U Unsatisfactory**

Once you click the “Submit” you will receive a confirmation screen including a list noting which students’ grades that have been updated.



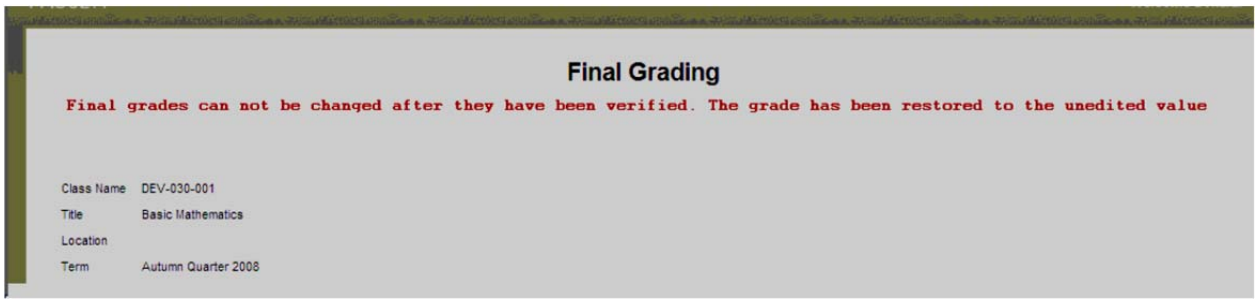
** Your changes have been saved. Modified records are shown below **

Student	ID	Status	Final Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
		N	E				U	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	E				U	1STYR	1.00		
		N	D				S	1STYR	1.00		
		N	E				U	1STYR	1.00		
		N	C				U	1STYR	1.00		
		N	B				U	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	E				U	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	B				U	1STYR	1.00		
		N	C				U	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	B				S	1STYR	1.00		
		N	A				S	1STYR	1.00		
		N	E				U	1STYR	1.00		
		A	E				U	1STYR	1.00		
		N	A				U	1STYR	1.00		
		N	C				U	1STYR	1.00		
		N	A				S	1STYR	1.00		

Once you have submitted grades, students will be able to see the grades.

When finished, click the “Submit” button select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

NOTE: If you find that you made a mistake you may NOT go back in to the grade roster and update the grade. If you attempt to change a grade that was previously entered you will receive an error message.



Final Grading

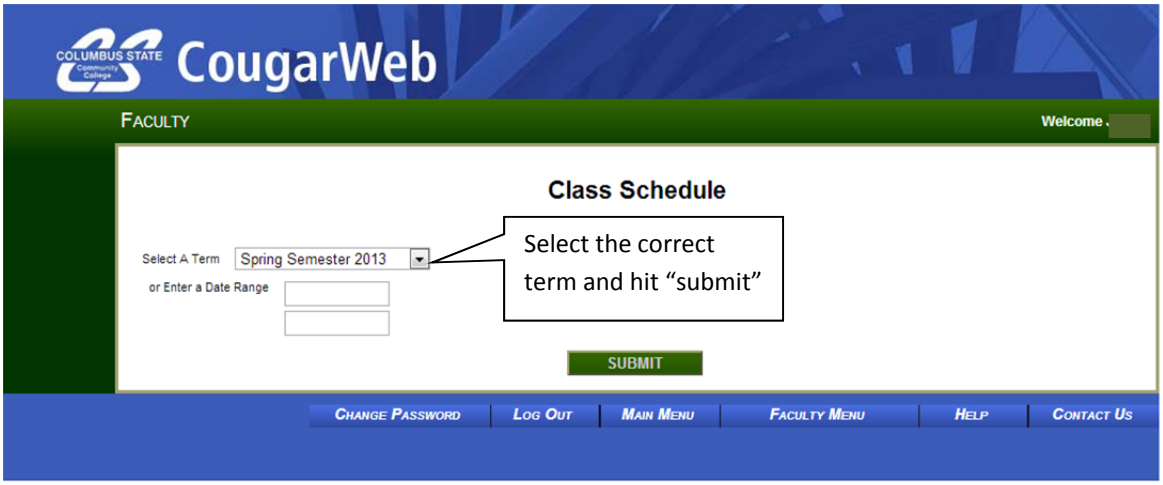
Final grades can not be changed after they have been verified. The grade has been restored to the unedited value

Class Name DEV-030-001
Title Basic Mathematics
Location
Term Autumn Quarter 2008

NOTE: Until the grade entry deadline, any required grade changes can be completed by the academic chair. Once the grade deadline has passed, you must submit a Grade Change Form through your department chairperson.

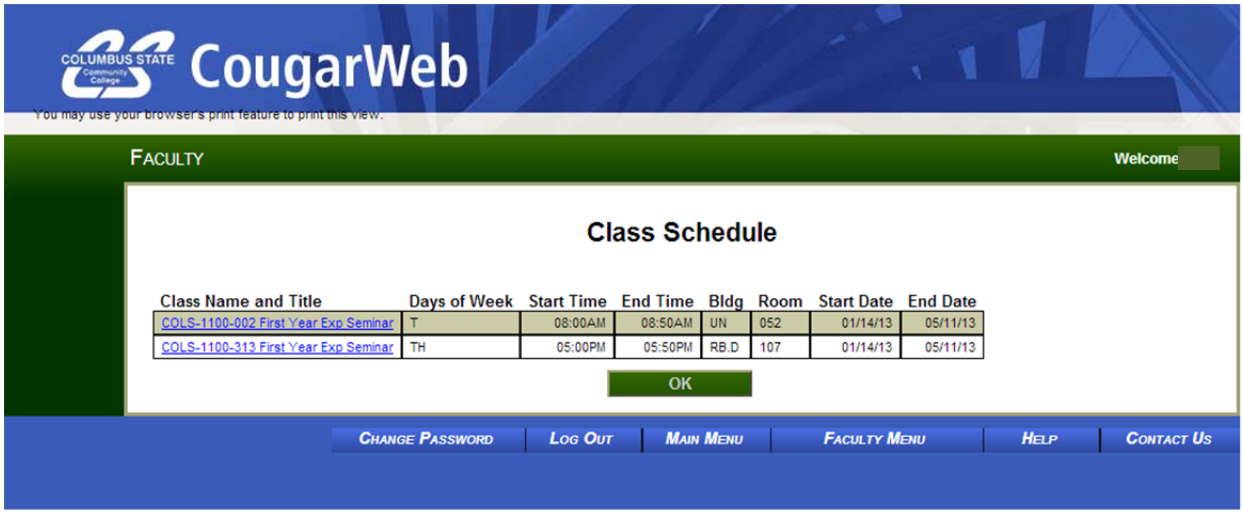
Faculty Information -- My Class Schedule

By selecting My Class Schedule from Faculty Information section, the following screen appears:

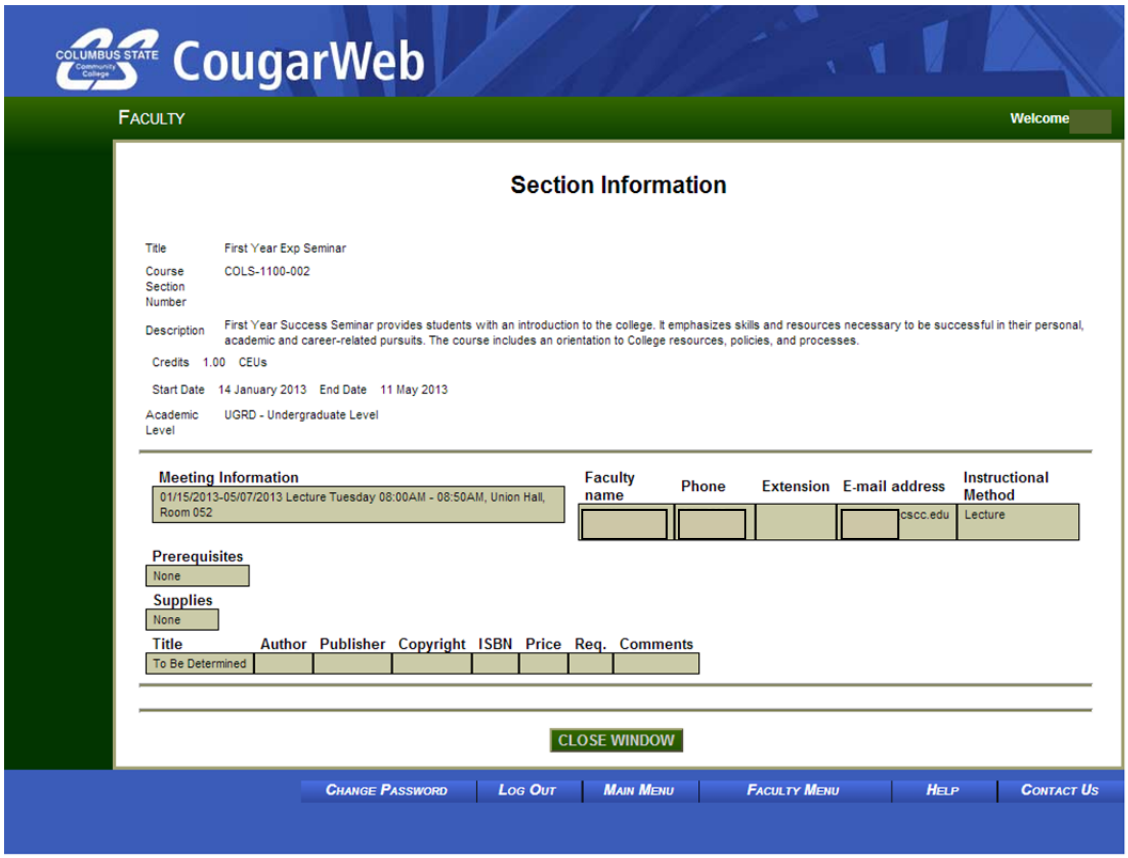


NOTE: IF YOU RECEIVE THIS MESSAGE: ***"There are no classes for the time frame you have selected. Please click BACK to select again"*** *this could indicate that faculty assignments have not been completed.*

The next screen lists the courses you are scheduled to teach for the term:



Further course detail is available by clicking on the course link and the following screen appears:



When finished, click the “CLOSE WINDOW” button or select the “Faculty Menu” tab in header or for another selection or log off by selecting the “Log Out” tab.

Participation and Attendance Verification Reporting

Introduction

Columbus State Community College is required by federal law to verify and monitor the enrollment of students who participate in Federal Title IV student aid programs. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Federal Subsidized and Unsubsidized Direct Loans. It is our responsibility to verify students are in attendance and are *actively engaged* in the course as demonstrated by meaningful efforts toward completion of the course. The Participation and Attendance Verification Reporting procedure, required to be completed by all faculty utilizing their Cougar Web account, allows the college to effectively track students who never begin attendance, who fail to be actively engaged in their courses, or stop attendance during the term.

Active engagement may be further defined as: completion of graded course assignments (homework, quiz, essay, project, or lab); active participation in studio or practicum sessions; making content-related contributions to an online discussion forum (including responses both to prompts and to student/instructor posts).

This section will provide instructions on the reporting process to be completed each term through their faculty Cougar Web account.

Process Overview

During each semester there will be a total of three reporting windows faculty may be asked to complete. Faculty will be required to review their class rosters and report the student's participation and attendance up until that point in the semester. All faculty members teaching courses during the particular reporting window will receive an email notification through their CSCC email account from the Records and Registration department indicating when the reporting windows will open. This email will be sent approximately 2 to 4 days prior to each reporting window opening.

For each semester the timing of reporting will be at the same point – with some variation for summer term as it is shorter in length than the other two semesters. For semesters that are 16 weeks in length (Autumn and Spring) the following reporting timeframes will be utilized:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
- The second reporting window will open approximately during week 8 of the semester and be open for 14 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).

- The third reporting window will open during the 15th week and be open for 7 days.

Summer semester is 11 weeks in length and the following reporting time frame will be used for this term:

- The first reporting window will open approximately 20 days after the semester begins – approximately week 3 - and be open for 7 days.
- The second reporting window will open approximately during week 5 of the semester and be open for 14 days (ending date of this reporting window will occur on the last day to drop full term courses – see Academic Calendar).
- The third reporting window will open during the 10th week and be open for 7 days.

Upon the opening of the reporting window, the faculty member can log into their Cougar Web account and complete the reporting for all their courses. Once the correct link on their Cougar Web menu has been accessed the faculty member will see all the courses they are teaching for that term. Upon choosing the course, a listing of financial aid students will be presented. **The listing is NOT a full roster of ALL students in the course – only students receiving Federal financial aid**.

Once the faculty member has entered the course roster there will be three options available to choose from in reporting the students. The system automatically defaults to 'Attending or Participating.' The other options the faculty member may choose are: 'Not Attending or Participating' OR 'Last Date of Attendance or Participation'. The faculty member updates each student accordingly, clicks the Certification Statement at the bottom and hits the 'Submit' button. This completes the required reporting for that particular course.

During the reporting window the faculty member can update the information as many times as necessary. **It is important to make sure the most accurate and up-to-date information is submitted by the close of the reporting window as that information will be used to withdraw students from the course sections if they are marked as not participating or attending.**

Once the reporting window is closed, the Records and Registration department representative will run the process to administratively withdraw students who were reported as 'Not Attending or Participating ' or were reported with a 'Last Date of Attendance or Participation.' Students will be notified via their CSCC email account they were dropped from the course sections.

Reminder to Faculty: Do NOT use the grading screen in Cougar Web to report students for the Participation/Attendance Verification Reporting process. Information placed in error on the grading screen may cause data integrity issues for those students.

Process to Readmit Student Erroneously Dropped from Course

In the event an **error** occurred and the faculty member dropped a student by mistake, only the faculty member can authorize the student to be readmitted back into their course. There are currently two methods to complete this process.

The most efficient method to request the student be readmitted to the course they were dropped from is to send an email to the following email address: **Attend_Readmit@cscc.edu**. The faculty member **must** use their CSCC email account to make this request. It will be necessary to include the following information in the email. ***If any of the following information is missing, the request will not be processed.***

- Student Name
- Student Cougar ID
- Course Number – Full course information is **REQUIRED**
    - Example: Math 1020-001-12345
- Faculty Name and Department

A bounce back notification will be sent to the faculty member indicating the request has been received.

The second method to readmit the student dropped in error from the course would be to have the student and faculty member complete a 'Registration Add/Drop Form' which is available online at:

http://www.cscc.edu/_resources/media/services/pdf/Regrevision-semesters.pdf

The **completed** (student and faculty sections) paper Registration Add/Drop form would need to be brought **by the student** to the Records and Registration Department located in Madison Hall, Room 201 for processing.

System Instructions

Note: The reporting completed by faculty through the Participation and Attendance Verification process in Cougar Web is not an attendance tracking system. Students reported by faculty as 'Not Attending or Participating' or marked with a 'Last Date of Attendance or Participation' will be DROPPED from the course rosters at the end of the reporting period. Please read the instructions carefully.

In order to access the Participation and Attendance Verification Reporting link, Log In to Cougar Web from the main CSCC webpage. Once logged in, click on the link titled 'Attendance or Participation Tracking.' See below:

Note: In the event, you cannot log into your Cougar Web account, please contact the IT Support Center at 614-287-5050 for assistance.

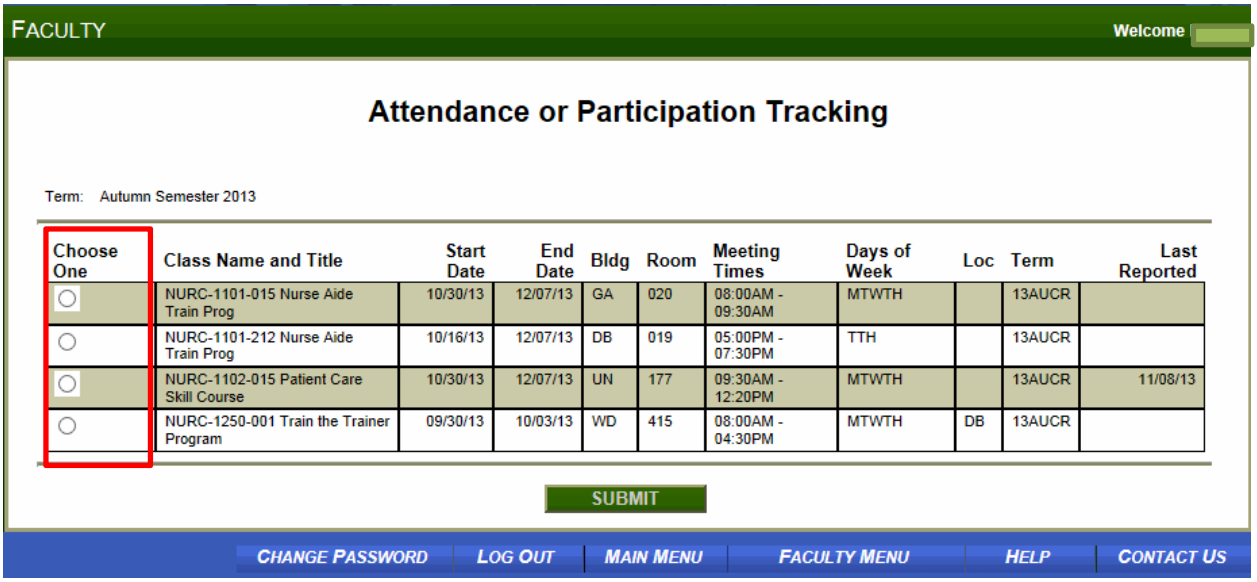
Once the link has been clicked, a listing of ALL course sections available for reporting will be presented. See below:

Term: Autumn Semester 2013

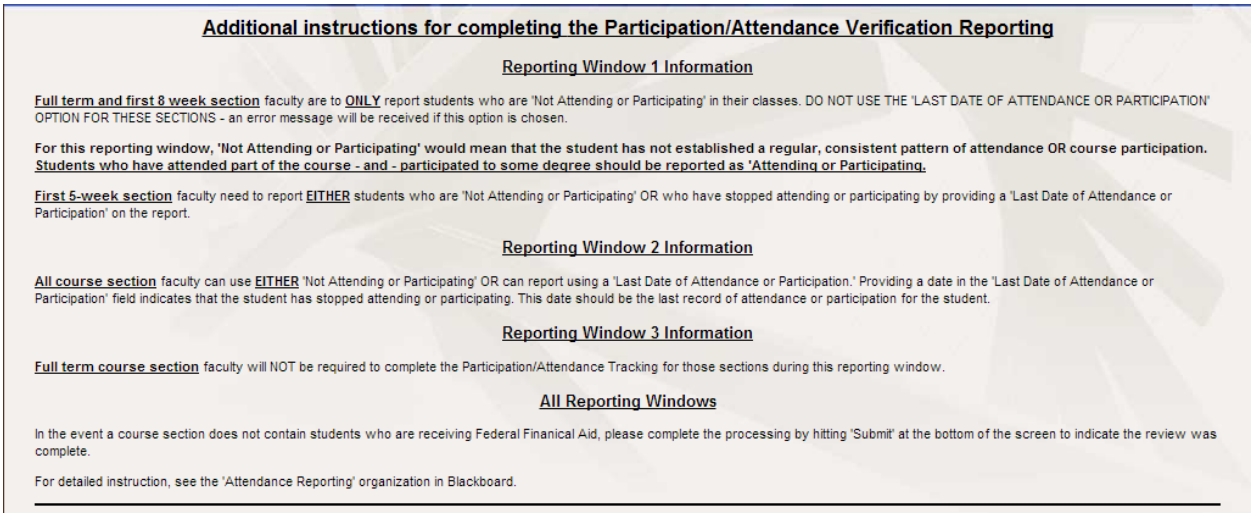
Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Last Reported
○	ENGL-2567-W43 Comp II Gender&Identity	08/21/13	12/07/13						13AUCR	08/05/13
○	NURC-1101-011 Nurse Aide Train Prog	08/21/13	09/24/13	GA	020	08:00AM - 09:30AM	MTWTH	RB	13AUCR	08/05/13
○	NURC-1101-310 Nurse Aide Train Prog	08/21/13	09/24/13	RB.D	112	08:00AM - 09:30AM	MTWTH		13AUCR	
○	NURC-1102-011 Patient Care Skill Course	08/21/13	09/24/13			08:00AM - 09:30AM	MTWTH		13AUCR	
○	NURC-1160-001 Pranic Healing Level I	09/06/13	09/07/13			08:00AM - 05:00PM	S		13AUCR	

In the event you click on the 'Attendance or Participation Reporting' link when the reporting window is NOT open, the following screen and error message will appear. See below:

To complete the necessary reporting for each of the course sections shown on the screen, click on the radio button in the column titled 'Choose One' on the left side of the screen beside the column titled 'Class Name and Title.' See below:



Once a course section is selected, the course roster of financial aid students that require you to update their participation/attendance will be presented. See below:



Additional instructions for completing the Participation/Attendance Verification Reporting

Reporting Window 1 Information

Full term and first 8 week section faculty are to **ONLY** report students who are 'Not Attending or Participating' in their classes. DO NOT USE THE 'LAST DATE OF ATTENDANCE OR PARTICIPATION' OPTION FOR THESE SECTIONS - an error message will be received if this option is chosen.

For this reporting window, 'Not Attending or Participating' would mean that the student has not established a regular, consistent pattern of attendance OR course participation. Students who have attended part of the course - and - participated to some degree should be reported as 'Attending or Participating.

First 5-week section faculty need to report **EITHER** students who are 'Not Attending or Participating' OR who have stopped attending or participating by providing a 'Last Date of Attendance or Participation' on the report.

Reporting Window 2 Information

All course section faculty can use **EITHER** 'Not Attending or Participating' OR can report using a 'Last Date of Attendance or Participation.' Providing a date in the 'Last Date of Attendance or Participation' field indicates that the student has stopped attending or participating. This date should be the last record of attendance or participation for the student.

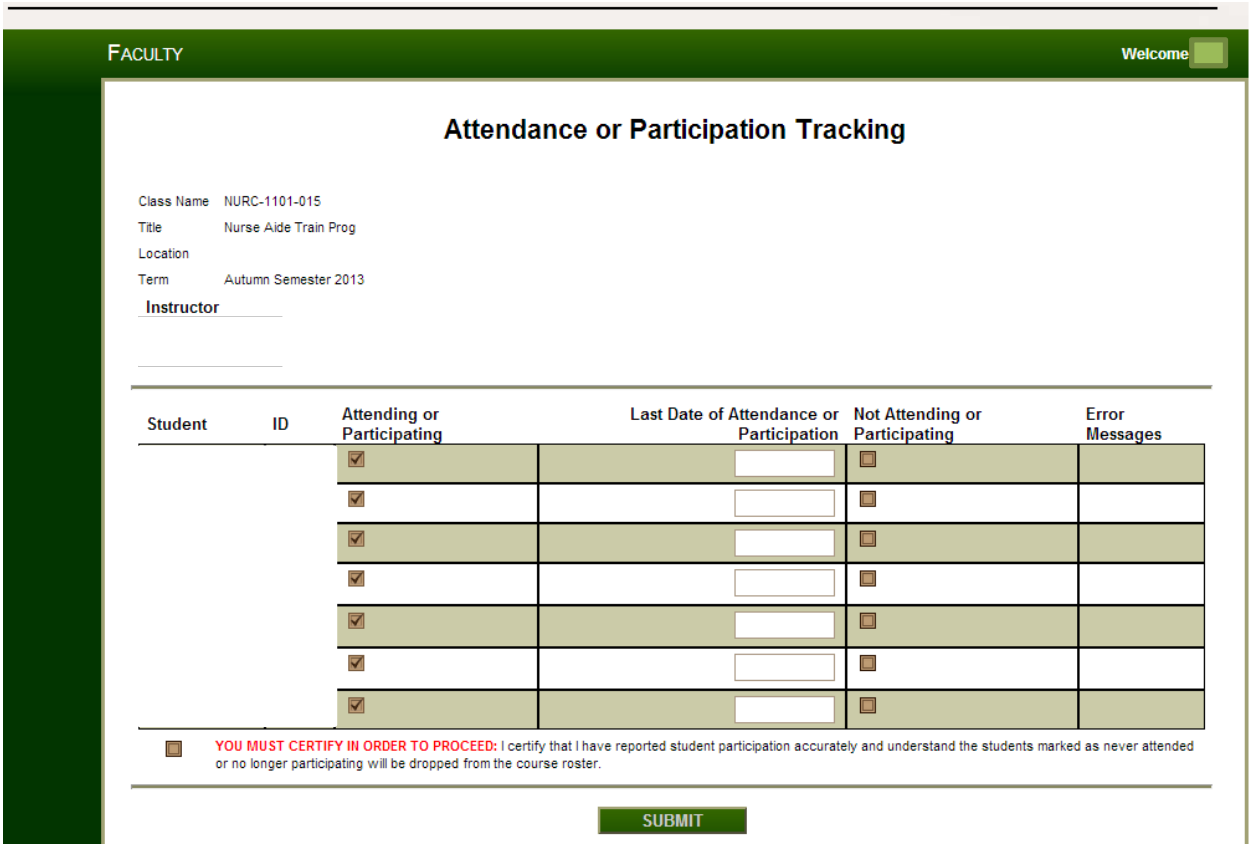
Reporting Window 3 Information

Full term course section faculty will NOT be required to complete the Participation/Attendance Tracking for those sections during this reporting window.

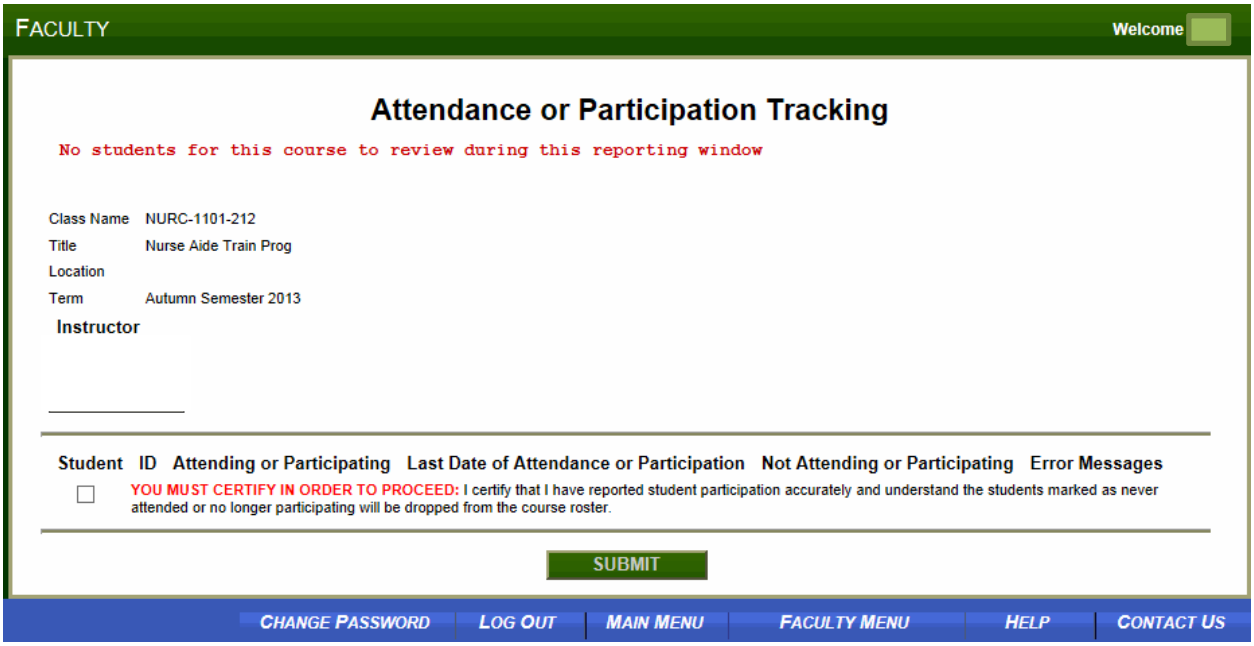
All Reporting Windows

In the event a course section does not contain students who are receiving Federal Finanical Aid, please complete the processing by hitting 'Submit' at the bottom of the screen to indicate the review was complete.

For detailed instruction, see the 'Attendance Reporting' organization in Blackboard.


FACULTY
Welcome
Attendance or Participation Tracking
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Student
ID
Attending or Participating
Last Date of Attendance or Participation
Not Attending or Participating
Error Messages
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT

In the event there are **no students** receiving financial aid in the course selected, the following screen and error message will appear. See below:

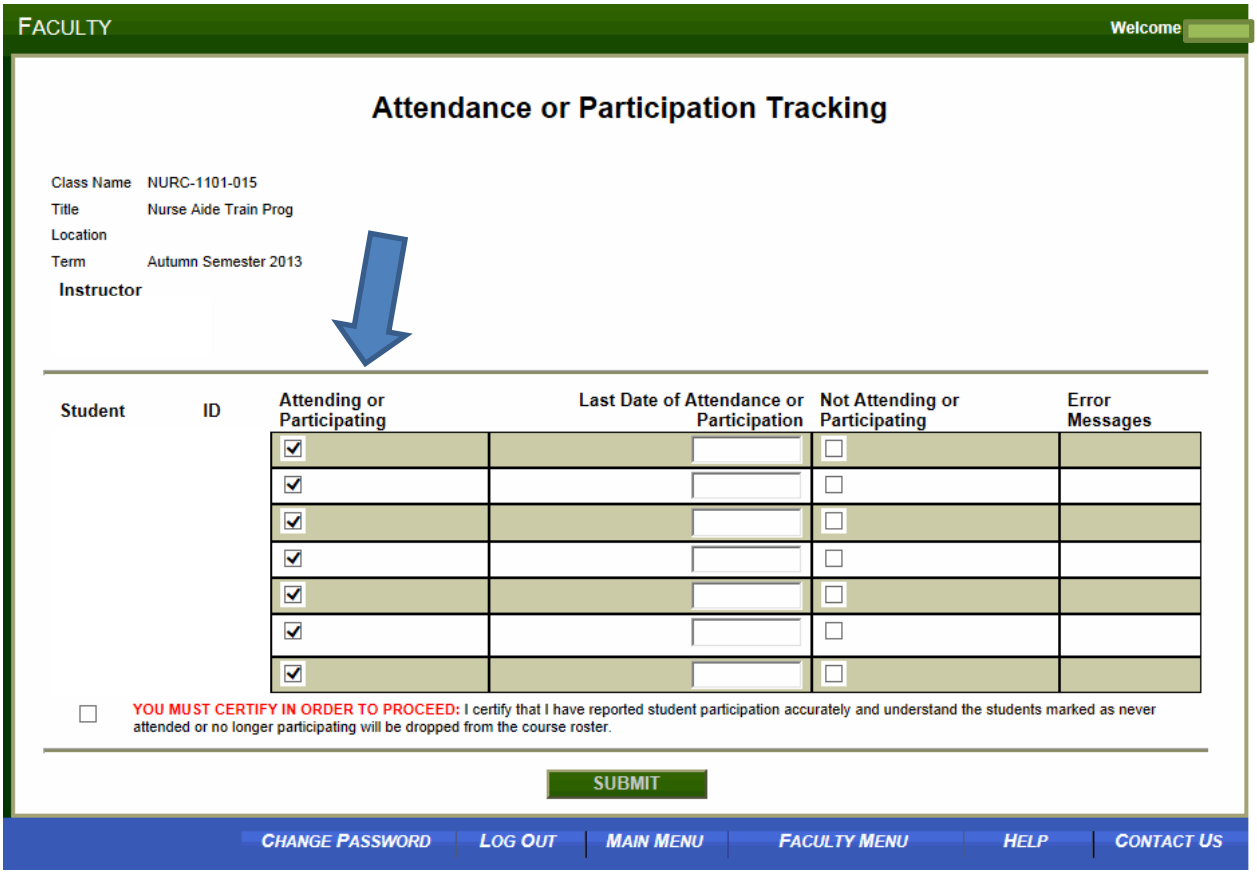

FACULTY
Welcome
Attendance or Participation Tracking
No students for this course to review during this reporting window
Class Name NURC-1101-212
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Student ID Attending or Participating Last Date of Attendance or Participation Not Attending or Participating Error Messages
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US

Three options for reporting students

As indicated above, you will be required to report one of the following statuses for each student presented on the roster. **Only one status per student is allowed.**

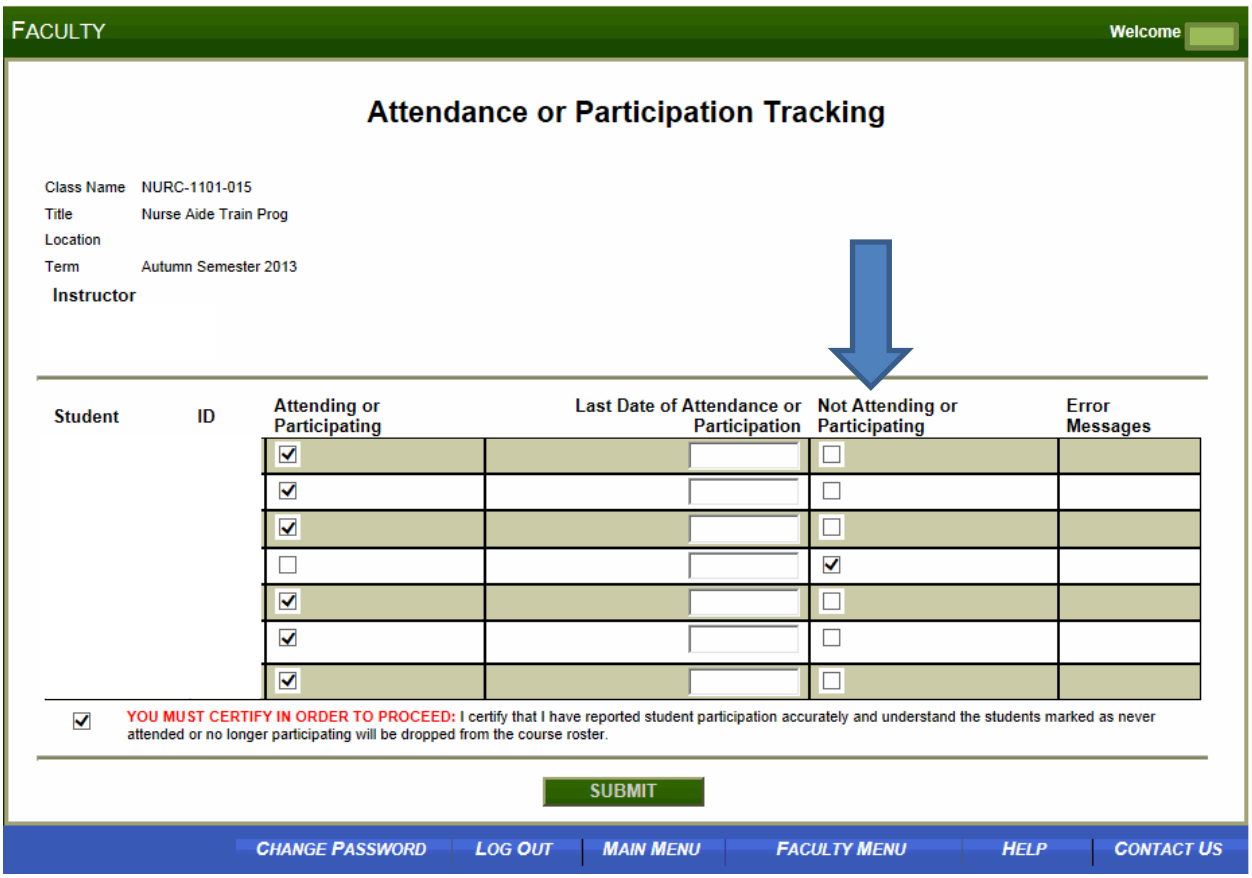
Attending or Participating

The first reporting option is to report all financial aid students presented on the course roster as 'Attending or Participating.' The course roster automatically defaults to show all students as 'Attending or Participating.' If this is correct, then check the Certification Statement on the bottom of the page as well as clicking on the 'Submit' button. This will indicate all students listed on the roster are attending and participating in the course. (See the enhanced definition of "Participation and Attendance" at beginning of this section for a detailed explanation.) See below:


FACULTY
Welcome
Attendance or Participation Tracking
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Student ID
Attending or Participating
Last Date of Attendance or Participation
Not Attending or Participating
Error Messages
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US

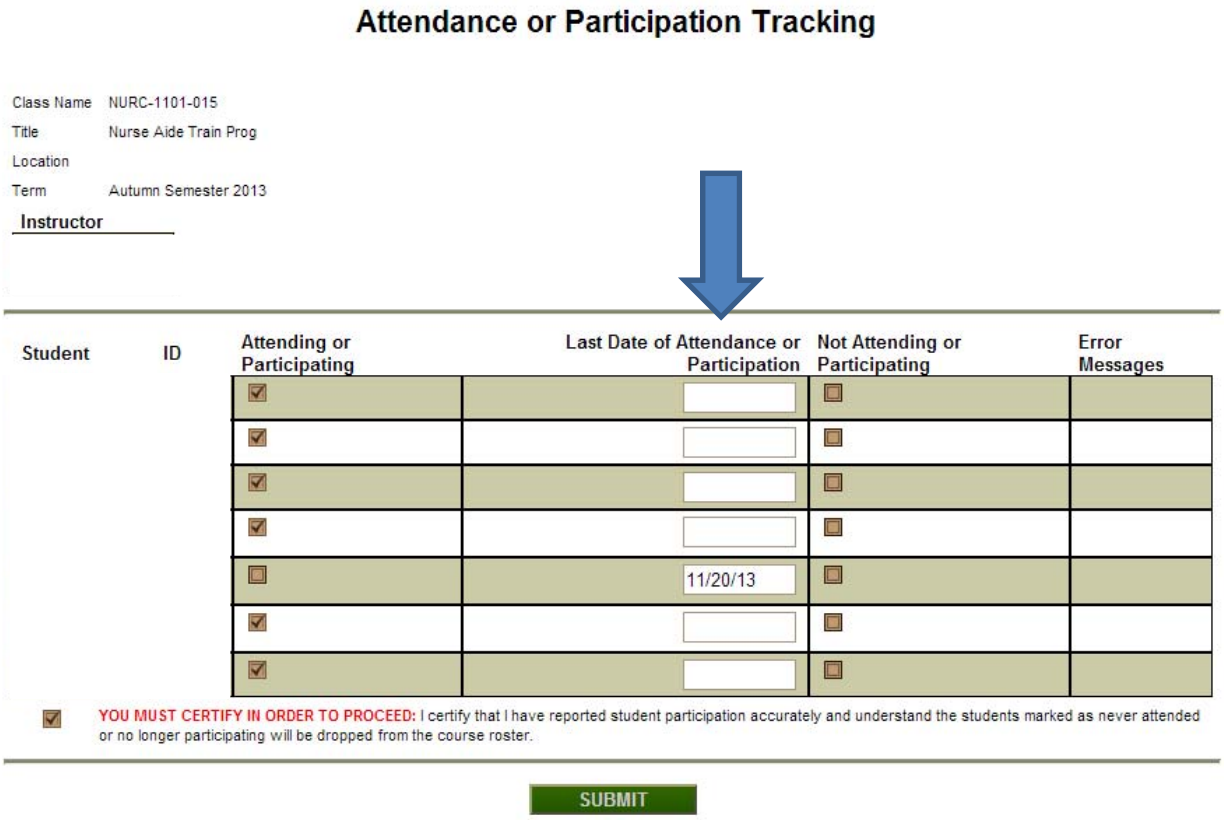
Not Attending or Participating

The second reporting option is to report students who have **never** attended or **never** participated in the course. If there are students in the course who have never attended or never participated, place a check in the box under the column 'Not Attending or Participating' for the particular student. **You will be required to uncheck the box in the 'Attending or Participating' column.** Only one entry per student will be permitted. To complete this reporting, check the certification statement on the bottom of the page and hit 'Submit.' See below:


FACULTY
Welcome
Attendance or Participation Tracking
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Student ID
Attending or Participating
Last Date of Attendance or Participation
Not Attending or Participating
Error Messages
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US

Last Date of Attendance or Participation

The third reporting option is to report students who have **stopped** attending/participating. If there are students in the course who have **stopped** attending/participating, you will be required to provide a last date of attendance/participation. To complete this reporting, a date **MUST** be entered in the column titled 'Last Date of Attendance or Participation' for the particular student. **You will be required to uncheck the box in the 'Attending or Participating' column also.** Only one entry per student is permitted. To finish this reporting, check the certification statement on the bottom of the page and hit 'Submit.' (See the enhanced definition of "Participation and Attendance" at the beginning of this section for a detailed explanation in determining the date needed.) See below:


Attendance or Participation Tracking
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Student ID
Attending or Participating
Last Date of Attendance or Participation
Not Attending or Participating
Error Messages
11/20/13
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT

Special Information regarding the first reporting window each semester:

During the first reporting window (20 days into the semester) faculty teaching 16 week and first 8 week sections will be asked ONLY to report students who are 'Not Attending or Participating' in their courses. Faculty teaching first 5 week sections will be asked to report students who are 'Not Attending or Participating' AND any students who have stopped attending or participating by providing a 'Last Date of Attendance or Participation.' Error messages will be presented in the event a faculty member attempts to provide a 'Last Date of Attendance or Participation' for the 16 week and first 8 week sections. See 'Possible error messages on reporting screen' section for example.

Confirmation of reporting

Each time the course roster is entered and the certification statement at the bottom of the page is checked AND the 'Submit' button hit, a confirmation page will be presented. This page will give a recap of the reporting that has occurred and may be kept as a record of the

completion of the reporting process. You may enter the course roster as many times as necessary during the reporting open window. The last reported data (held by hitting the 'Submit' button) during the reporting window will be used in adjusting the course roster, if necessary. It is recommended that a copy of this confirmation be kept for your records. See below:

Attendance or Participation Confirmation Form

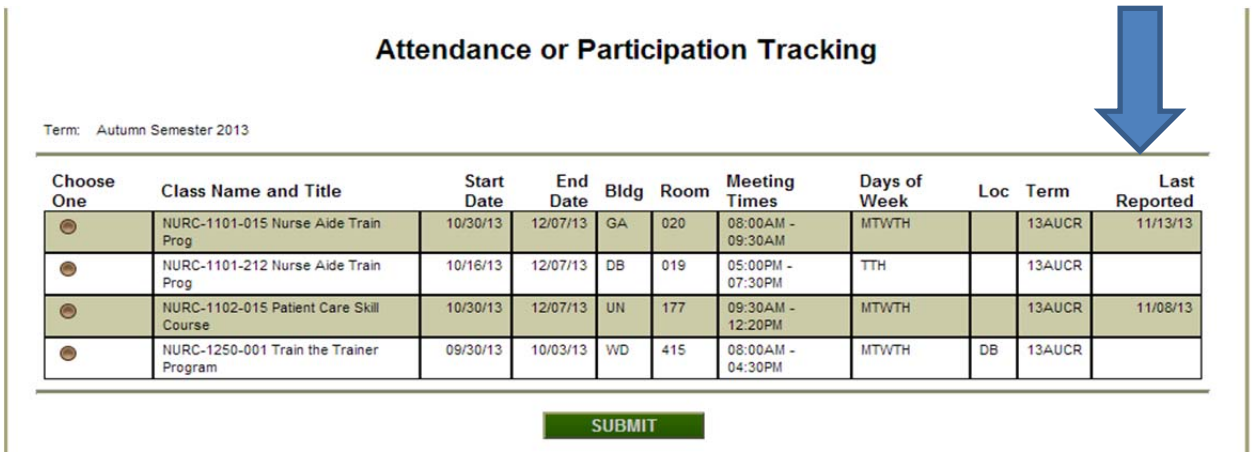
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor

** Your changes to student participation/attendance have been saved. See below for updated student enrollment information **

Student	ID	Status	Last Date of Attendance or Participation	Not Attending or Participating
		Not Attending or Participating		Y
		Not Attending or Participating		Y
		Attending or Participating		
		Last Date of Attendance or Participation	11/21/13	
		Last Date of Attendance or Participation	11/20/13	
		Attending or Participating		
		Attending or Participating		

OK

Along with the confirmation page, a date will be populated on the main screen where all the course sections are listed. The column titled 'Last Reported' will be populated with the date the last time the 'Submit' button was hit for each of the sections reported on. See below:



Attendance or Participation Tracking

Term: Autumn Semester 2013

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Last Reported
○	NURC-1101-015 Nurse Aide Train Prog	10/30/13	12/07/13	GA	020	08:00AM - 09:30AM	MTWTH		13AUCR	11/13/13
○	NURC-1101-212 Nurse Aide Train Prog	10/16/13	12/07/13	DB	019	05:00PM - 07:30PM	TTH		13AUCR	
○	NURC-1102-015 Patient Care Skill Course	10/30/13	12/07/13	UN	177	09:30AM - 12:20PM	MTWTH		13AUCR	11/08/13
○	NURC-1250-001 Train the Trainer Program	09/30/13	10/03/13	WD	415	08:00AM - 04:30PM	MTWTH	DB	13AUCR	

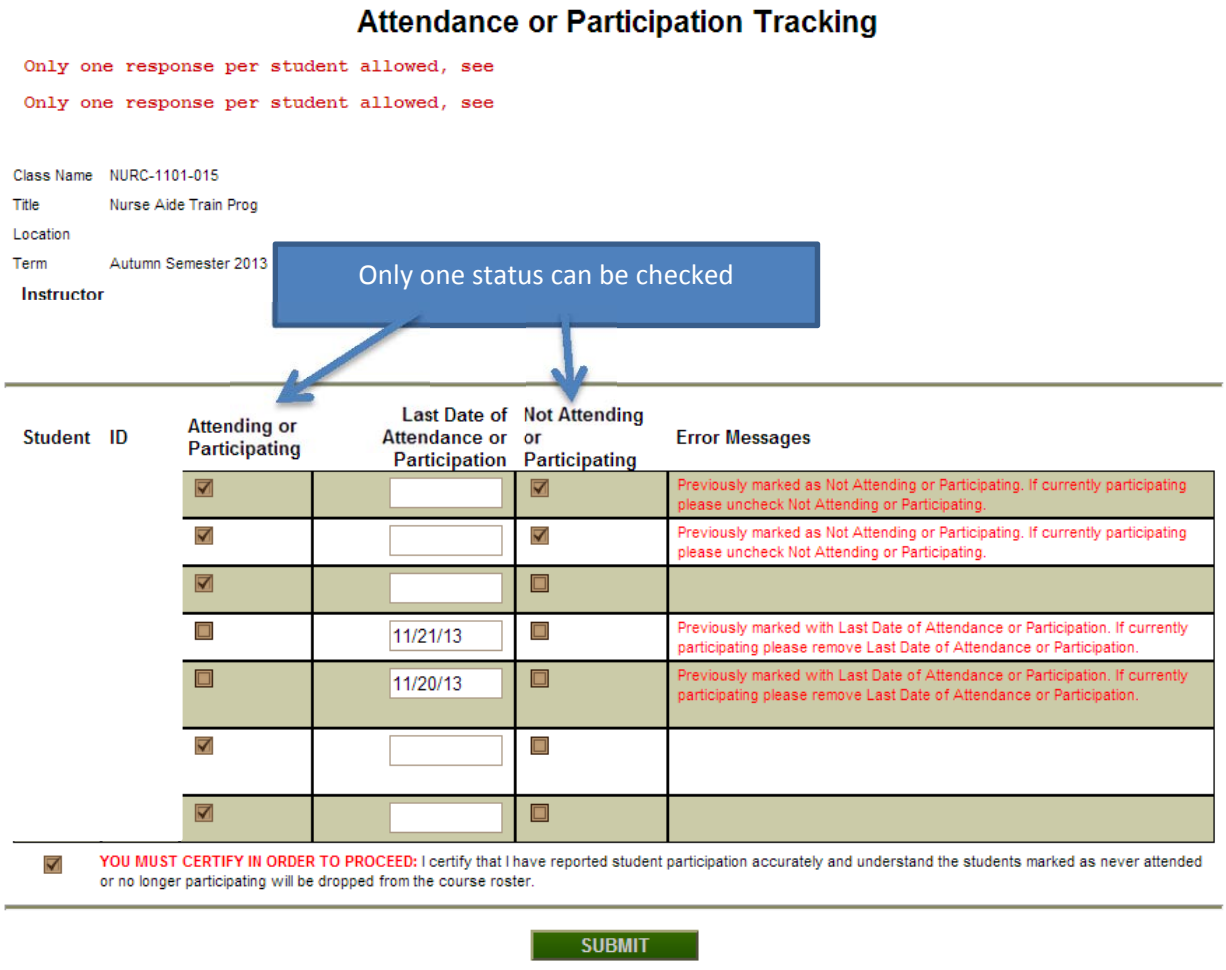
SUBMIT

NOTE: In the event a section does not contain any students receiving Federal financial aid, simply click the 'Submit' button and the reporting will be updated to show the roster was reviewed.

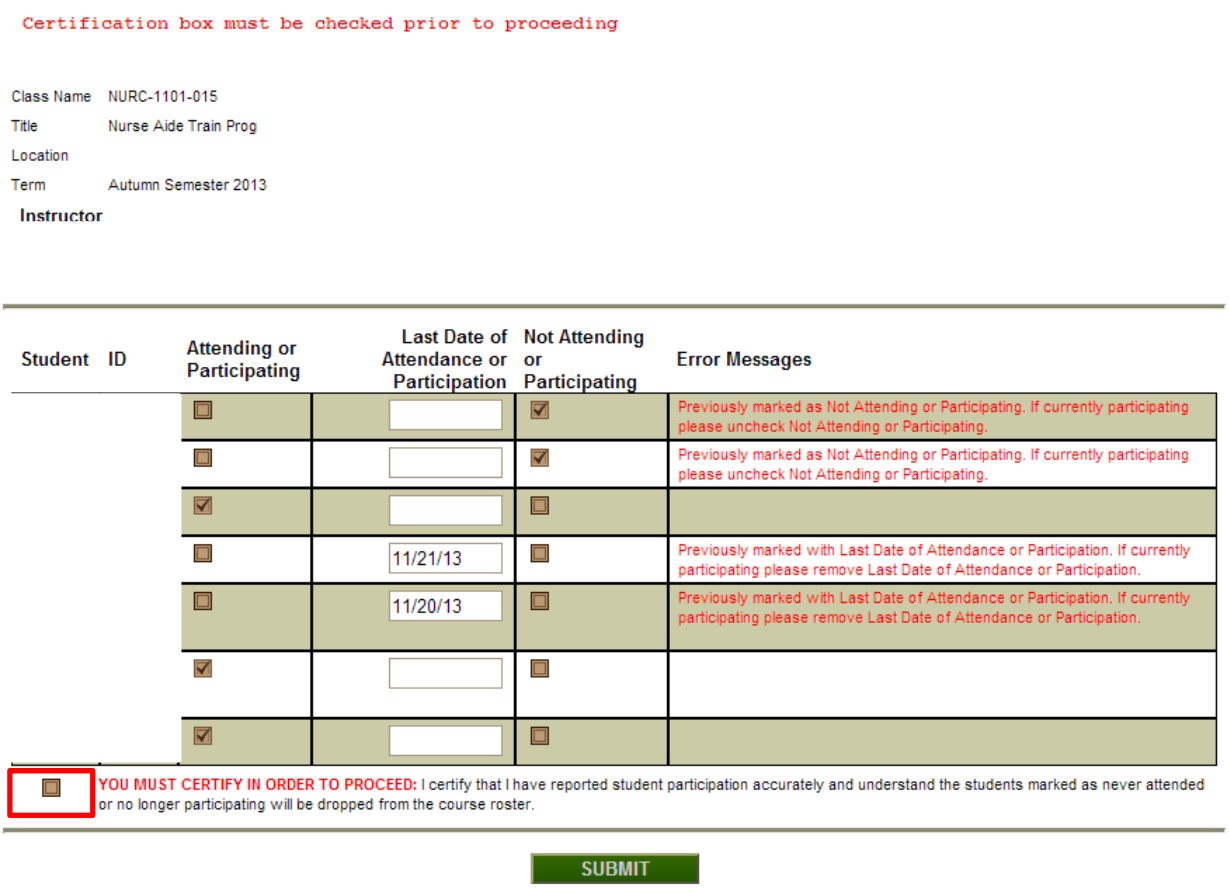
Possible error messages on reporting screen

As indicated in the section explaining the options for reporting, the system automatically defaults a reporting status of 'Attending or Participating' for all financial aid students upon entering the roster each time. To complete the reporting correctly, if a status other than 'Attending or Participating' needs to be reported for a student, then the box checked in that column MUST be removed before the system will allow the new status to be accepted. The error messages for these incorrect entries will be shown in the column titled 'Error Messages' or across the top of the screen. See below for examples:

Example 1:


Attendance or Participation Tracking
Only one response per student allowed, see
Only one response per student allowed, see
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor
Only one status can be checked
Student ID
Attending or Participating
Last Date of Attendance or Participation
Not Attending or Participating
Error Messages
Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
11/21/13
Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
11/20/13
Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.
SUBMIT

Example 2:



Certification box must be checked prior to proceeding

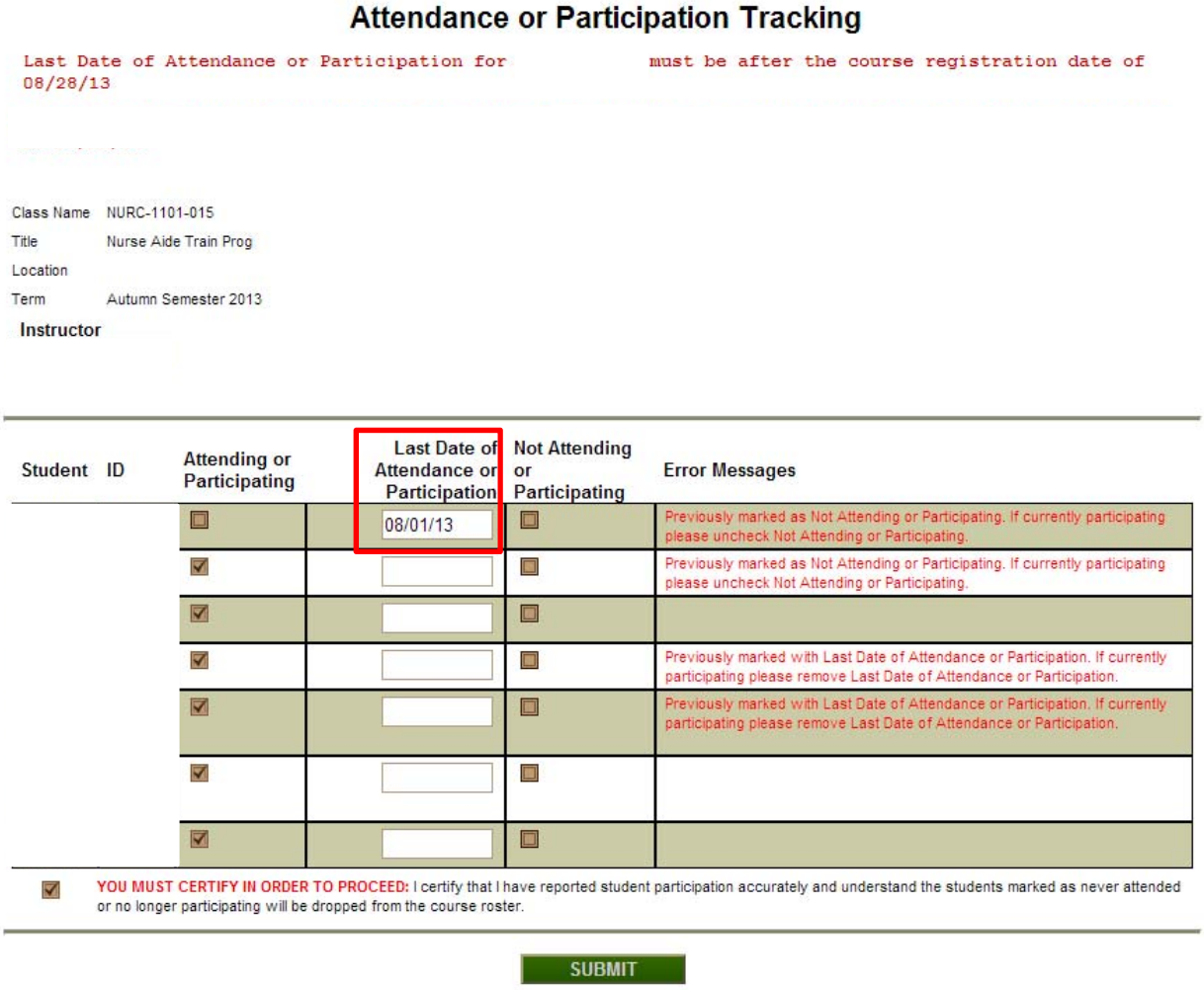
Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor

Student ID	Attending or Participating	Last Date of Attendance or Participation	Not Attending or Participating	Error Messages
	☐		☑	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☐		☑	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☑		☐	
	☐	11/21/13	☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☐	11/20/13	☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☑		☐	
	☑		☐	

☐ YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.

SUBMIT

An additional error message will be received when entering a 'Last Date of Attendance or Participation' for a student when the date entered is ***before*** the date the student registered for the course. The system will not allow a date to be entered that is earlier than the date the student actually registered for that course. The error message will provide the valid date to be used in this instance. Once a date has been entered that fits this time frame, then the system will allow the updated information. See below:



Attendance or Participation Tracking

Last Date of Attendance or Participation for must be after the course registration date of 08/28/13

Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor

Student ID	Attending or Participating	Last Date of Attendance or Participation	Not Attending or Participating	Error Messages
	☐	08/01/13	☐	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☑		☐	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☑		☐	
	☑		☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☑		☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☑		☐	
	☑		☐	

☑ YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.

SUBMIT

One additional error message will be presented in the event that NO status has been selected for a student. This error message will be presented at the TOP of the roster page. A selection for the particular student must be made to continue with the reporting on the roster presented. See below:

Attendance or Participation Tracking

Attendance or Participation status must be indicated for .

Attendance or Participation status must be indicated for .

Class Name NURC-1101-015
Title Nurse Aide Train Prog
Location
Term Autumn Semester 2013
Instructor

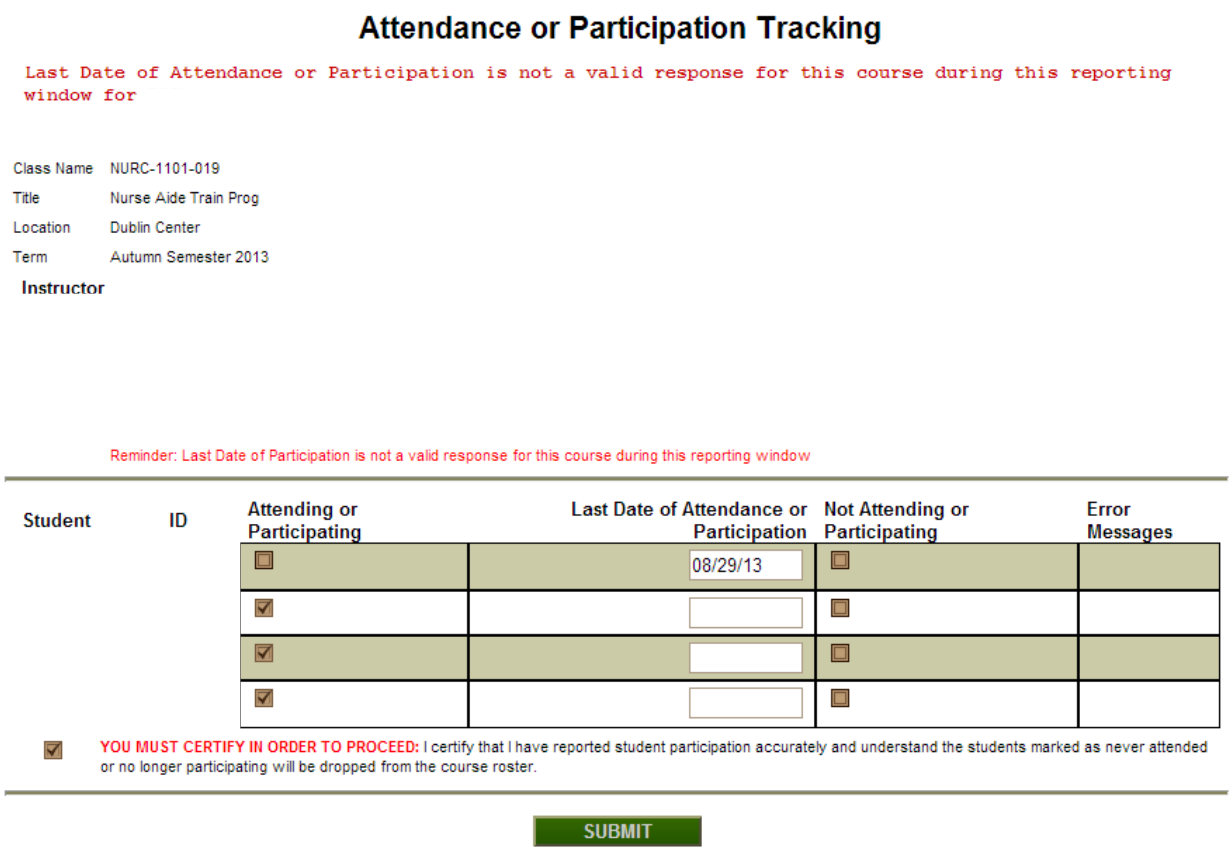
Student ID	Attending or Participating	Last Date of Attendance or Participation	Not Attending or Participating	Error Messages
	☐		☐	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☐		☐	Previously marked as Not Attending or Participating. If currently participating please uncheck Not Attending or Participating.
	☐		☐	
	☐		☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☐		☐	Previously marked with Last Date of Attendance or Participation. If currently participating please remove Last Date of Attendance or Participation.
	☐		☐	
	☐		☐	

☑ YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.

SUBMIT

Reminder:

During the first reporting window (occurring approximately 20 days into the semester) faculty members teaching 16 week and first 8 week sections will be asked ONLY to report students who are 'Not Attending or Participating' in their courses. Faculty teaching first 5 week sections will be asked to report students who are 'Not Attending or Participating' AND any students who have stopped attending or participating by providing a 'Last Date of Attendance or Participation.' Error messages will be presented in the event a faculty member attempts to provide a 'Last Date of Attendance or Participation' for the 16 week and first 8 week sections. To correct this error, remove the date from the 'Last Date of Attendance or Participation' column for that student. See below:



Attendance or Participation Tracking

Last Date of Attendance or Participation is not a valid response for this course during this reporting window for

Class Name NURC-1101-019
Title Nurse Aide Train Prog
Location Dublin Center
Term Autumn Semester 2013
Instructor

Reminder: Last Date of Participation is not a valid response for this course during this reporting window

Student	ID	Attending or Participating	Last Date of Attendance or Participation	Not Attending or Participating	Error Messages
		☐	08/29/13	☐	
		☑		☐	
		☑		☐	
		☑		☐	

☑ YOU MUST CERTIFY IN ORDER TO PROCEED: I certify that I have reported student participation accurately and understand the students marked as never attended or no longer participating will be dropped from the course roster.

SUBMIT

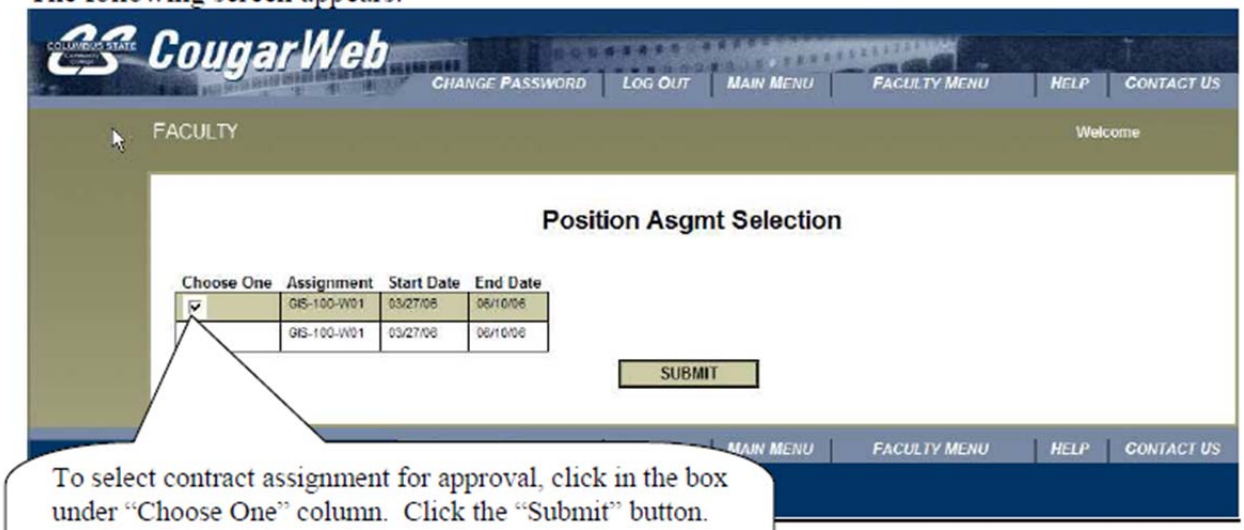
If you have multiple sections listed you will need to access each course section, review the roster, check the certification box as well as hit "Submit" in order for all reporting to be completed and sent for processing.

My Contracts -- Assignment Contract Approval

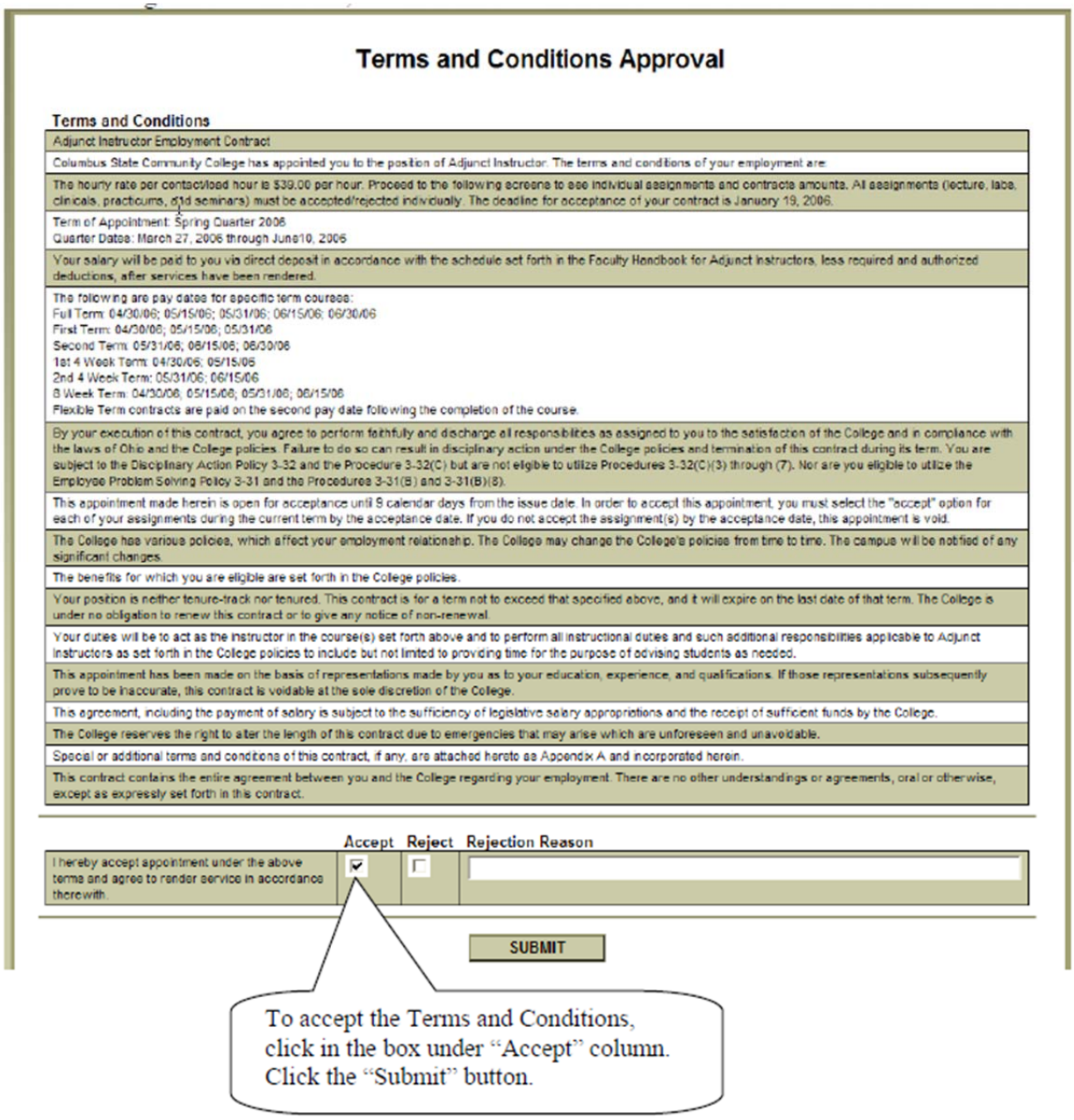
By selecting Assignment Contract Approval from the My Contracts section ¬the following screen appears:

CougarWeb
CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US
FACULTY
Welcome
Assignment Contract Approval
Choose One | Contract Type | Start Date | End Date
Adjunct Contract | 03/27/06 | 06/25/06
SUBMIT
CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US
To select contract assignment for approval, click in the box under "Choose One" column. Click the "Submit" button.

The following screen appears:

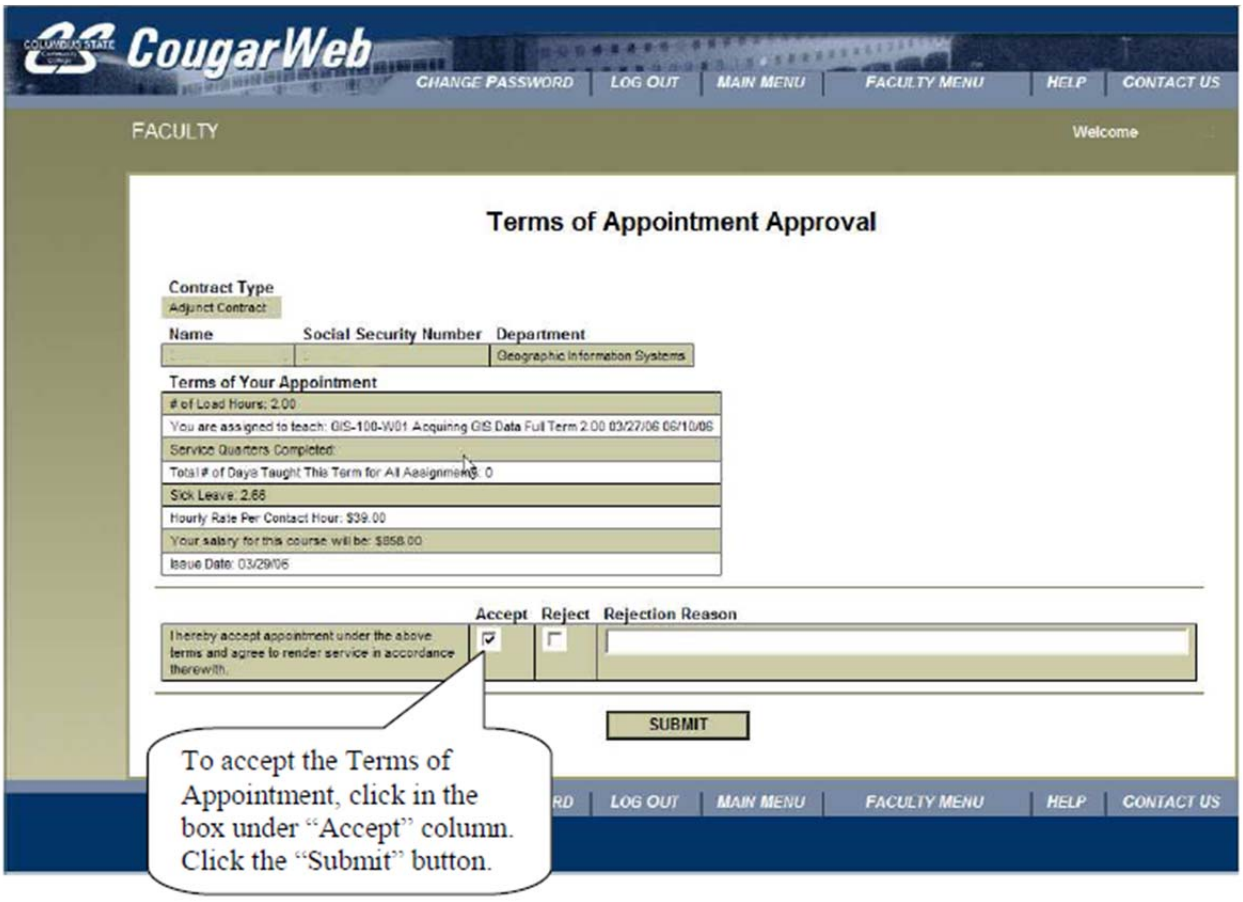

CougarWeb
CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US
FACULTY
Welcome
Position Asgmt Selection
Choose One | Assignment | Start Date | End Date
GIS-100-W01 | 03/27/06 | 06/10/06
GIS-100-W01 | 03/27/06 | 06/10/06
SUBMIT
MAIN MENU | FACULTY MENU | HELP | CONTACT US
To select contract assignment for approval, click in the box under "Choose One" column. Click the "Submit" button.
NOTE: You can only choose one assignment at a time. You need to repeat procedure for each assignment until you are returned to the Faculty Menu.

Once an assignment is selected, the next screen shows the Terms and Conditions of the contract:


Terms and Conditions Approval
Terms and Conditions
Adjunct Instructor Employment Contract
Columbus State Community College has appointed you to the position of Adjunct Instructor. The terms and conditions of your employment are:
The hourly rate per contact/load hour is $39.00 per hour. Proceed to the following screens to see individual assignments and contracts amounts. All assignments (lecture, labs, clinicals, practicums, and seminars) must be accepted/rejected individually. The deadline for acceptance of your contract is January 19, 2006.
Term of Appointment: Spring Quarter 2006
Quarter Dates: March 27, 2006 through June10, 2006
Your salary will be paid to you via direct deposit in accordance with the schedule set forth in the Faculty Handbook for Adjunct Instructors, less required and authorized deductions, after services have been rendered.
The following are pay dates for specific term courses:
Full Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06; 06/30/06
First Term: 04/30/06; 05/15/06; 05/31/06
Second Term: 05/31/06; 06/15/06; 06/30/06
1st 4 Week Term: 04/30/06; 05/15/06
2nd 4 Week Term: 05/31/06; 06/15/06
8 Week Term: 04/30/06; 05/15/06; 05/31/06; 06/15/06
Flexible Term contracts are paid on the second pay date following the completion of the course.
By your execution of this contract, you agree to perform faithfully and discharge all responsibilities as assigned to you to the satisfaction of the College and in compliance with the laws of Ohio and the College policies. Failure to do so can result in disciplinary action under the College policies and termination of this contract during its term. You are subject to the Disciplinary Action Policy 3-32 and the Procedure 3-32(C) but are not eligible to utilize Procedures 3-32(C)(3) through (7). Nor are you eligible to utilize the Employee Problem Solving Policy 3-31 and the Procedures 3-31(B) and 3-31(B)(8).
This appointment made herein is open for acceptance until 5 calendar days from the issue date. In order to accept this appointment, you must select the "accept" option for each of your assignments during the current term by the acceptance date. If you do not accept the assignment(s) by the acceptance date, this appointment is void.
The College has various policies, which affect your employment relationship. The College may change the College's policies from time to time. The campus will be notified of any significant changes.
The benefits for which you are eligible are set forth in the College policies.
Your position is neither tenure-track nor tenured. This contract is for a term not to exceed that specified above, and it will expire on the last date of that term. The College is under no obligation to renew this contract or to give any notice of non-renewal.
Your duties will be to act as the instructor in the course(s) set forth above and to perform all instructional duties and such additional responsibilities applicable to Adjunct Instructors as set forth in the College policies to include but not limited to providing time for the purpose of advising students as needed.
This appointment has been made on the basis of representations made by you as to your education, experience, and qualifications. If those representations subsequently prove to be inaccurate, this contract is voidable at the sole discretion of the College.
This agreement, including the payment of salary is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds by the College.
The College reserves the right to alter the length of this contract due to emergencies that may arise which are unforeseen and unavoidable.
Special or additional terms and conditions of this contract, if any, are attached hereto as Appendix A and incorporated herein.
This contract contains the entire agreement between you and the College regarding your employment. There are no other understandings or agreements, oral or otherwise, except as expressly set forth in this contract.
Accept
Reject
Rejection Reason
I hereby accept appointment under the above terms and agree to render service in accordance therewith.
SUBMIT
To accept the Terms and Conditions, click in the box under "Accept" column. Click the "Submit" button.

NOTE: If you are not going to accept the Terms and Conditions, click in the "Reject" box and type a reason under the "Rejection Reason" and then click the "Submit" button.

By selecting “Accept” and clicking on the “Submit” key, the following screen will appear:


CougarWeb
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US
FACULTY
Welcome
Terms of Appointment Approval
Contract Type
Adjunct Contract
Name
Social Security Number
Department
Geographic Information Systems
Terms of Your Appointment
# of Load Hours: 2.00
You are assigned to teach: GIS-100-W01 Acquiring GIS Data Full Term 2.00 03/27/06 06/10/06
Service Quarters Completed:
Total # of Days Taught This Term for All Assignments: 0
Sick Leave: 2.66
Hourly Rate Per Contact Hour: $39.00
Your salary for this course will be: $858.00
Issue Date: 03/29/06
Accept
Reject
Rejection Reason
I hereby accept appointment under the above terms and agree to render service in accordance therewith.
SUBMIT
To accept the Terms of Appointment, click in the box under “Accept” column. Click the “Submit” button.

NOTE: If you are not going to accept the Terms of Appointment, click in the “Reject” box and type a reason under the “Rejection Reason” and then click the “Submit” button.

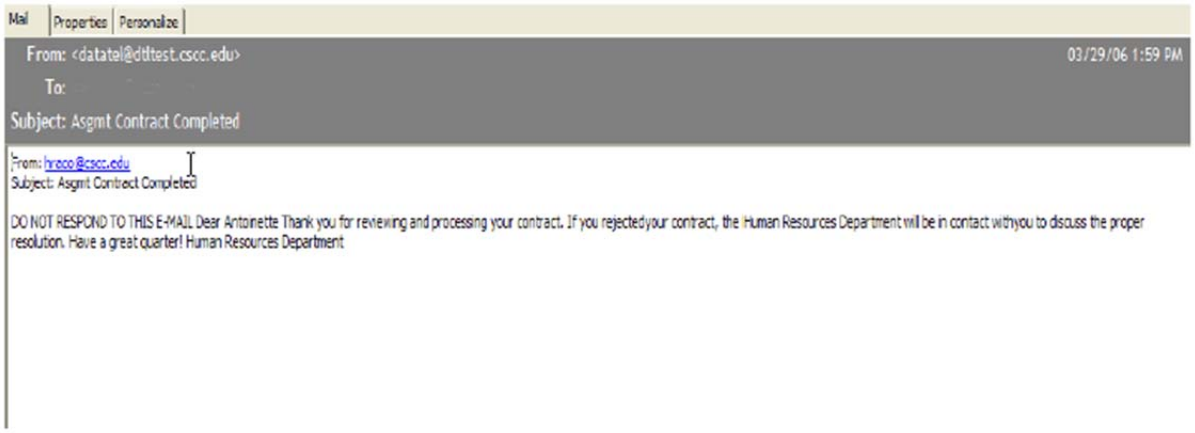
If you have single assignment, you might see another Terms of Appointment approval screen that will need to be approved; otherwise, you will be returned to the Faculty Menu.

If you have multiple assignments, the following screen appears (the previously approved assignment should be missing from the list):

NOTE: To select another assignment, follow the procedure again.

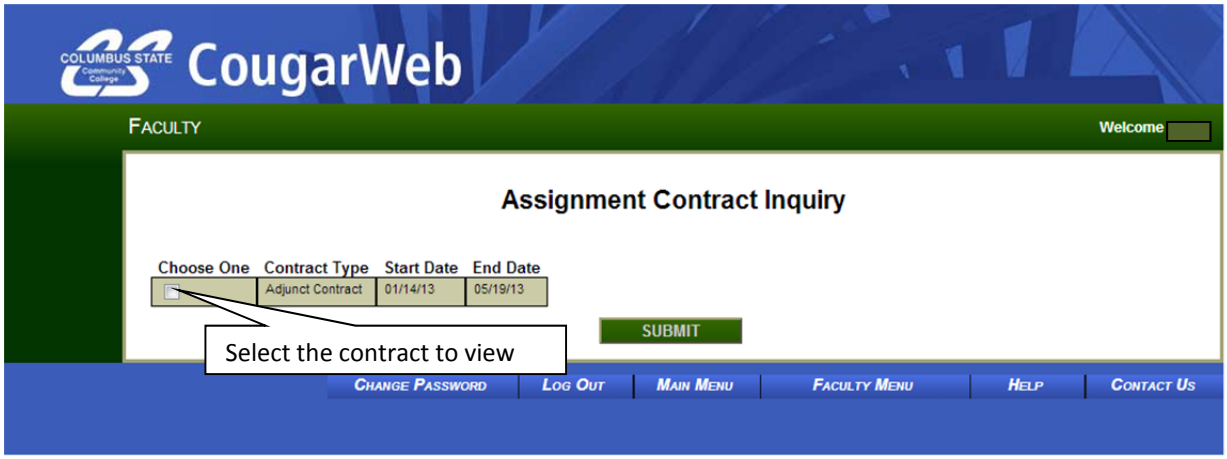
Once you have signed your contracts, click the “Submit: button or select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Finally, once contracts are signed, you should receive a completed notification email as shown below:


Mail
Properties
Personalize
From: <datatel@dtltest.cscc.edu>
03/29/06 1:59 PM
To:
Subject: Asgmt Contract Completed
From: hrocp@cscc.edu
Subject: Asgmt Contract Completed
DO NOT RESPOND TO THIS E-MAIL Dear Antonette Thank you for reviewing and processing your contract. If you rejectedyour contract, the Human Resources Department will be in contact withyou to discuss the proper resolution. Have a great quarter! Human Resources Department

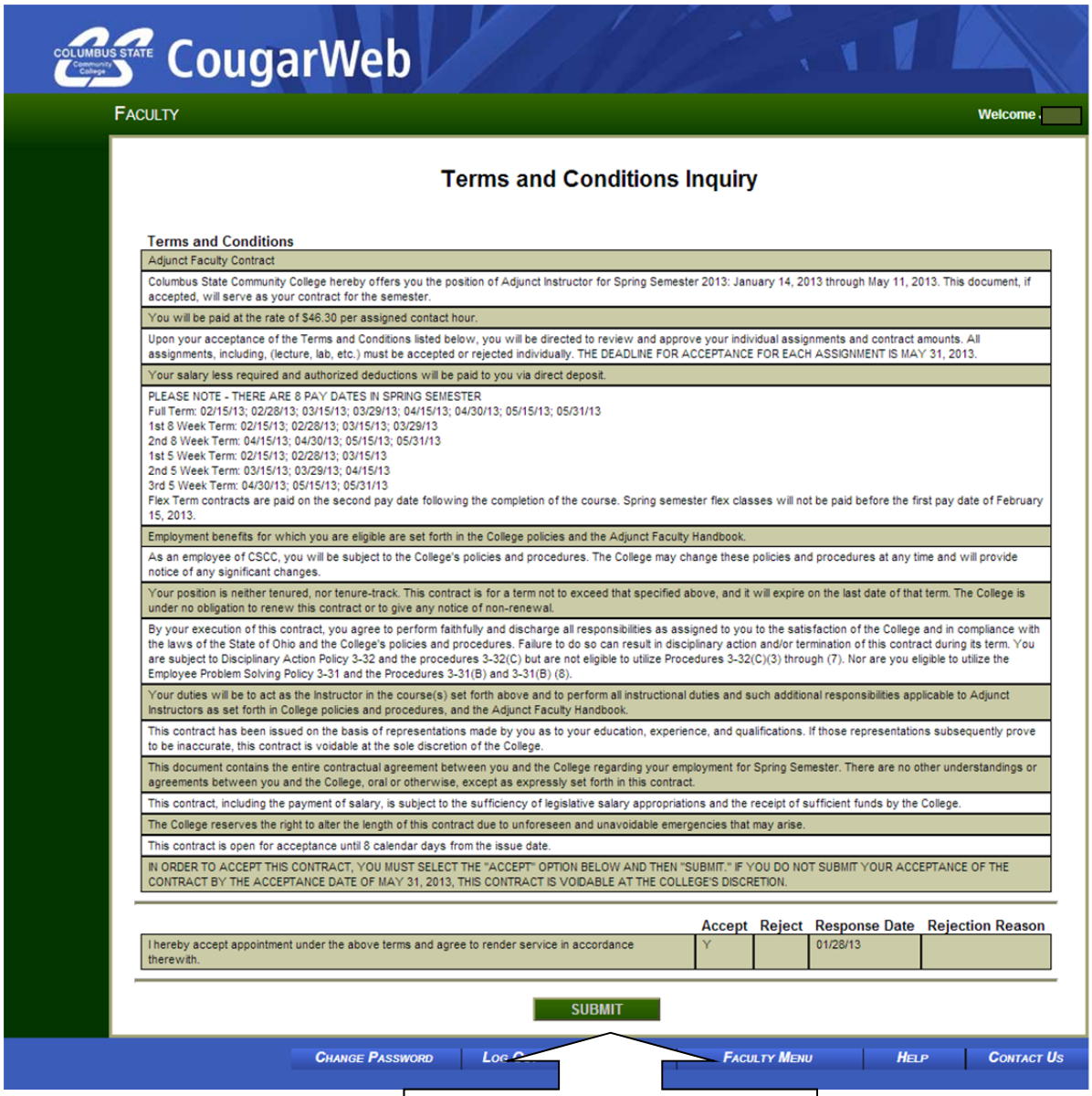
My Contracts -- Assignment Contract Inquiry

By selecting Assignment Contract Inquiry from My Contracts section, the following screen appears which allows the user to view previously approved assignments:



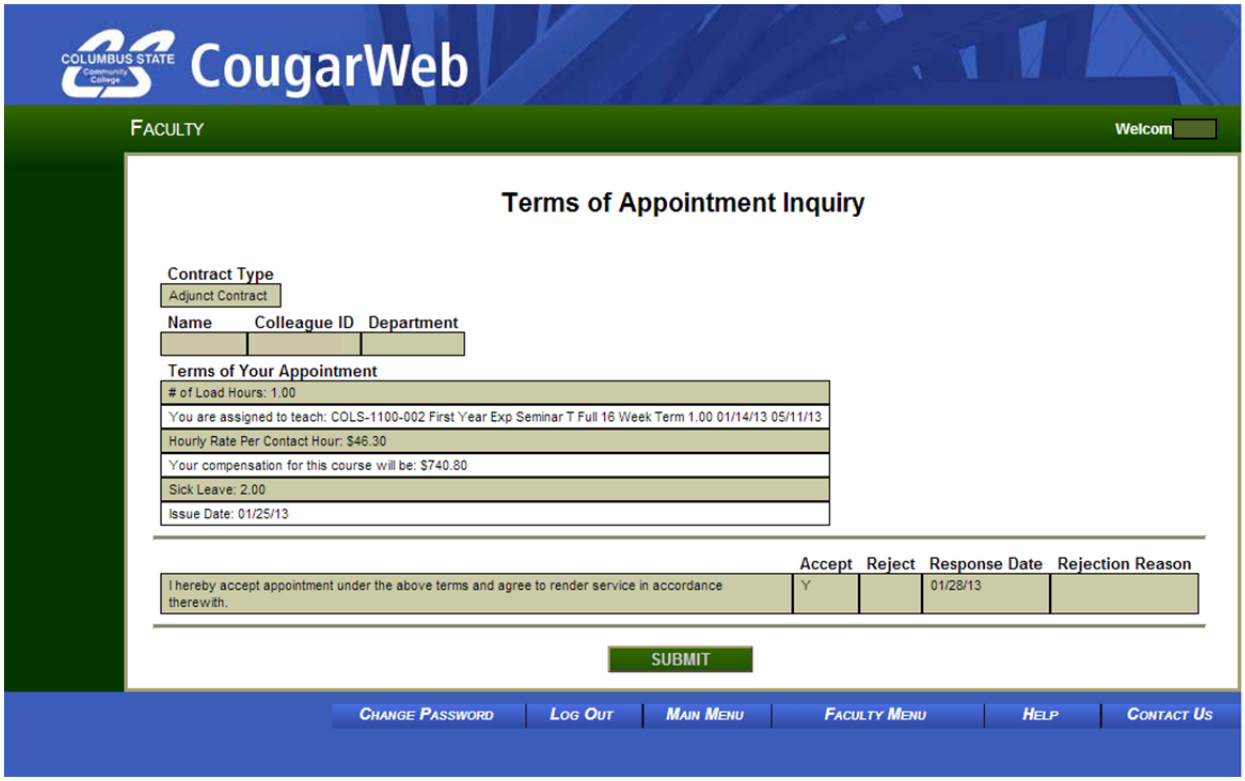
The following screen appears:

Once a contract is selected, the next screen shows the contract's Terms and Conditions:


CougarWeb
FACULTY
Welcome
Terms and Conditions Inquiry
Terms and Conditions
Adjunct Faculty Contract
Columbus State Community College hereby offers you the position of Adjunct Instructor for Spring Semester 2013: January 14, 2013 through May 11, 2013. This document, if accepted, will serve as your contract for the semester.
You will be paid at the rate of $46.30 per assigned contact hour.
Upon your acceptance of the Terms and Conditions listed below, you will be directed to review and approve your individual assignments and contract amounts. All assignments, including, (lecture, lab, etc.) must be accepted or rejected individually. THE DEADLINE FOR ACCEPTANCE FOR EACH ASSIGNMENT IS MAY 31, 2013.
Your salary less required and authorized deductions will be paid to you via direct deposit.
PLEASE NOTE - THERE ARE 8 PAY DATES IN SPRING SEMESTER
Full Term: 02/15/13; 02/28/13; 03/15/13; 03/29/13; 04/15/13; 04/30/13; 05/15/13; 05/31/13
1st 8 Week Term: 02/15/13; 02/28/13; 03/15/13; 03/29/13
2nd 8 Week Term: 04/15/13; 04/30/13; 05/15/13; 05/31/13
1st 5 Week Term: 02/15/13; 02/28/13; 03/15/13
2nd 5 Week Term: 03/15/13; 03/29/13; 04/15/13
3rd 5 Week Term: 04/30/13; 05/15/13; 05/31/13
Flex Term contracts are paid on the second pay date following the completion of the course. Spring semester flex classes will not be paid before the first pay date of February 15, 2013.
Employment benefits for which you are eligible are set forth in the College policies and the Adjunct Faculty Handbook.
As an employee of CSCC, you will be subject to the College's policies and procedures. The College may change these policies and procedures at any time and will provide notice of any significant changes.
Your position is neither tenured, nor tenure-track. This contract is for a term not to exceed that specified above, and it will expire on the last date of that term. The College is under no obligation to renew this contract or to give any notice of non-renewal.
By your execution of this contract, you agree to perform faithfully and discharge all responsibilities as assigned to you to the satisfaction of the College and in compliance with the laws of the State of Ohio and the College's policies and procedures. Failure to do so can result in disciplinary action and/or termination of this contract during its term. You are subject to Disciplinary Action Policy 3-32 and the procedures 3-32(C) but are not eligible to utilize Procedures 3-32(C)(3) through (7). Nor are you eligible to utilize the Employee Problem Solving Policy 3-31 and the Procedures 3-31(B) and 3-31(B) (8).
Your duties will be to act as the Instructor in the course(s) set forth above and to perform all instructional duties and such additional responsibilities applicable to Adjunct Instructors as set forth in College policies and procedures, and the Adjunct Faculty Handbook.
This contract has been issued on the basis of representations made by you as to your education, experience, and qualifications. If those representations subsequently prove to be inaccurate, this contract is voidable at the sole discretion of the College.
This document contains the entire contractual agreement between you and the College regarding your employment for Spring Semester. There are no other understandings or agreements between you and the College, oral or otherwise, except as expressly set forth in this contract.
This contract, including the payment of salary, is subject to the sufficiency of legislative salary appropriations and the receipt of sufficient funds by the College.
The College reserves the right to alter the length of this contract due to unforeseen and unavoidable emergencies that may arise.
This contract is open for acceptance until 8 calendar days from the issue date.
IN ORDER TO ACCEPT THIS CONTRACT, YOU MUST SELECT THE "ACCEPT" OPTION BELOW AND THEN "SUBMIT." IF YOU DO NOT SUBMIT YOUR ACCEPTANCE OF THE CONTRACT BY THE ACCEPTANCE DATE OF MAY 31, 2013, THIS CONTRACT IS VOIDABLE AT THE COLLEGE'S DISCRETION.
Accept
Reject
Response Date
Rejection Reason
I hereby accept appointment under the above terms and agree to render service in accordance therewith.
Y
01/28/13
SUBMIT
CHANGE PASSWORD
FACULTY MENU
HELP
CONTACT US

Click the "submit" button to view the "Terms of Appointment"

By selecting “Submit” the Terms of Appointment Inquiry screen appears:

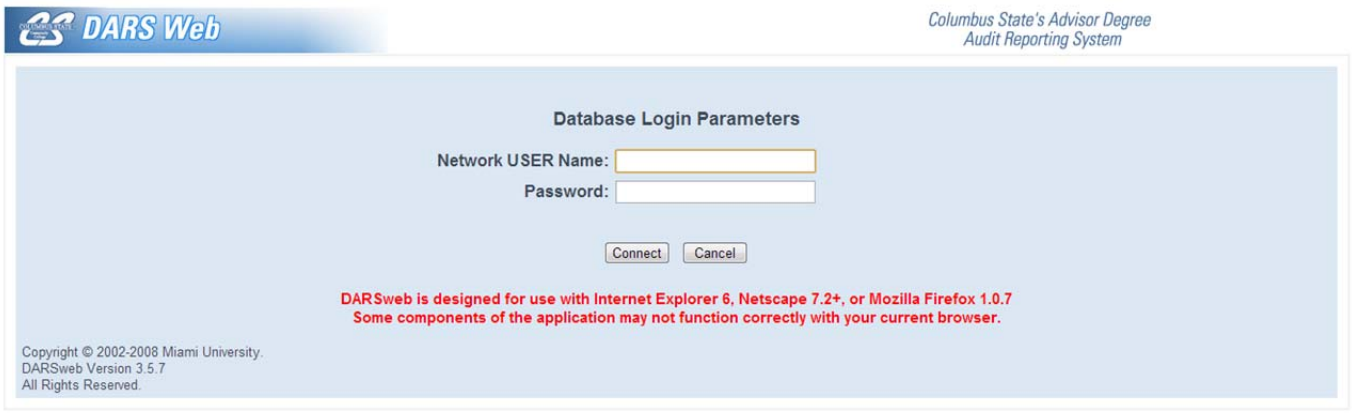


NOTE: To view another contract, click the “Submit” button and you will be returned to the Position Asgmt Selection screen.

When finished, select the “Faculty Menu” tab in header for another selection or log off by selecting the “Log Out” tab.

Academic Profile -- Degree Audit

By selecting Degree Audit from the Academic Profile section, you will be directed to the following screen:


DARS Web
Columbus State's Advisor Degree Audit Reporting System
Database Login Parameters
Network USER Name:
Password:
Connect
Cancel
DARSweb is designed for use with Internet Explorer 6, Netscape 7.2+, or Mozilla Firefox 1.0.7
Some components of the application may not function correctly with your current browser.
Copyright © 2002-2008 Miami University.
DARSweb Version 3.5.7
All Rights Reserved.

NOTE: Please follow the DarsWeb User Guide located in the "faulty and staff" section of the CSCC home page for further instructions.

Printing Cougarweb Pages

To print any of the screens within CougarWeb, use the standard printing function of File, Print and then select your designated printer. You could also do a "Screen Print." You might want to change to a Landscape format.